

LMN SW Project Manager: Job Description

Post	Project Manager, South West Branch
Salary	£20,000-24,000 pro rata
Job type	1.5 days per week
Starting	6 May 2019 (negotiable)
Location	This role covers the whole of the South West region, with some travel around the region. We are open to flexible working arrangements.
To Apply	Please send CV and covering letter to jobs@livemusicnow.org.uk by midday on 15 March 2019 . Please include the names and contact details of two referees who are in a position to comment on you professionally, with a brief indication of how long and in what capacity they have known you (referees will not be contacted before preliminary conversations).
Shortlist notification	22 March 2019
Interviews	2 April 2019
Notification	We regret we are unable to acknowledge receipt of applications. If you have not heard from us within two weeks of the closing date, please assume your application has not been successful on this occasion.

1) Live Music Now

Live Music Now (LMN) is a UK-wide music outreach and musicians' development scheme, established by Yehudi Menuhin in 1977, under Founder President Ian Stoutzker CBE.

The organisation aims to:

- bring live music of the highest quality to those for whom access to its benefits is normally restricted, focusing on:
 - **Wellbeing**: particularly **older people**, including those living with dementia
 - **Special Educational Needs**: particularly **children**
- support the professional development of musicians at the outset of their careers, ensuring the highest quality of delivery through a rigorous selection and training process.

The organisation works with around 360 individual musicians (200 ensembles average) per year, organising around 2,500 participatory performances and workshops throughout the UK. In total, these performances amount to approximately 5,500 musicians' performance opportunities.

2) Organisational Structure

Live Music Now operates throughout the UK, with English branches covering London/South East, South West, North West and North East and national branches covering Northern Ireland, Scotland and Wales.

A team of Strategic Directors leads the development of LMN's work in the areas of Wellbeing, SEN and Musicians Development, delivered through the branch network across the UK. Each branch is run by a Director who reports to the national Executive Director. In turn the Executive Director reports to the Chairman and Board of Governors of the scheme.

Live Music Now South West was relaunched in 2015 and has grown quickly, now supporting 22 local players and hosting musicians from other branches to deliver around 260 events per year. We work in special schools and rural schools as well as in residential homes and hospitals. We take part in national programmes as well as developing our own work in the region with a growing network of partners helping us to reach a wide community from Bournemouth to Gloucestershire. The branch is led by a Branch Director, with administrative support from a project manager 1.5 days per week. It is supported by a voluntary advisory committee.

This post is the ideal opportunity for a dynamic individual to gain invaluable experience in all aspects of music outreach as well as developing and supporting some of the finest young musicians in the South West.

3) Main duties & responsibilities

Working with support from the South West Branch Director, to achieve the following:

Administration

- Entering events onto database and generating contracts, schedules and feedback forms for musicians and venues on a project by project basis;
- Soliciting feedback and evaluation from venues, participants and musicians, and entering onto database as required;
- Attending and taking minutes at quarterly LMN SW Advisory Committee meetings.
- Overseeing equipment which is held in the Bristol office and loaned out to musicians (percussion instruments, iPads).

Musicians Management

- Supporting the Branch Director to liaise with LMN SW's musicians, and support their involvement and development with us;
- Assisting the Branch Director in recruiting new musicians annually for auditions.
- Stewarding at annual auditions;
- Liaising with auditionees and organizing for them to observe performances prior to auditions.
- Managing DBS checks for new musicians;
- Keeping musicians' records up to date on the database, in line with LMN Communications policy.

Project Management

- Booking musicians for one-off performances, in collaboration with the Branch Director;
- Undertaking the management of larger-scale and longer term projects and residencies, as delegated by the Branch Director, including delivering projects on budget.
- Visiting venues to observe project activity;
- Working with the Branch Director and relevant Strategic Director to ensure appropriate monitoring and evaluation procedures are implemented;
- Liaising with venues over documentation of activities by photography, film and audio in consultation with relevant LMN staff, and ensuring appropriate consent is in place;
- Preparing reports as required both for internal and external use;
- Researching funding opportunities and writing applications with support from the Branch Director
- Collating project information, images and quotes for regular SW updates on LMN's website/social media news. Drafting news stories.
- Representing the branch at occasional meetings with project partners.

Additional Tasks

- Undertake any other duties as requested by the Executive and Branch Directors, relevant to this post.

4) Terms & Conditions

The salary will be between £20,000 - £24,000 pro-rata per annum for 1.5 days a week, and will be paid monthly, subject to any appropriate tax deductions.

- a) The appointment is subject to:
 - i) four week's notice of termination on either side.
 - ii) A probationary period of three months.
- b) Occasional evening or weekend work may be required. There is no overtime pay but time off in lieu may be arranged.
- c) The postholder will work from home or from another suitable office space. The postholder must also be prepared to travel around the South West region, and occasionally to London.

5) Equal Opportunities

Live Music Now endeavours to be an Equal Opportunities employer. Live Music Now will promote the following basic rights for everyone associated with it:

- to be treated with respect and dignity
- to be treated fairly at all times

regardless of colour, race, age, nationality, gender, gender reassignment, marital status, disability, sexual orientation or religion or belief, and with consideration of needs for flexible hours and work patterns.

6) Access

If you would like to submit your application in another format we would be happy to accommodate this. Please contact Emily Roberts on 020 7014 2829 or email emily.roberts@livemusicnow.org.uk so that suitable alternatives can be discussed.

Notes

All jobs are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.



INSPIRING MUSICIANS
TRANSFORMING LIVES

LMN SW Project Manager: Person Specification

	Essential	Desirable
Experience		
At least 2 years' experience in an arts organisation, including some experience of outreach/participation activity	x	
Experience of fundraising, including identifying funders, preparing written applications and reporting to funders		x
Skills/competence		
Proven organisational skills and the ability to juggle a varied and fast-paced work-load	x	
Efficiency in managing office systems with attention to detail	x	
Advanced IT skills (Excel, Office, PowerPoint, database)	x	
Good organisational and time-management skills, together with a good telephone manner	x	
Excellent communication skills, written and verbal, with a ready willingness to engage with a diverse range of partners	x	
Able to represent the organisation, communicate confidently, and to deputise for the Branch Director in her absence	x	
Finance		
Experience of managing and updating budgets	x	
Knowledge and approach		
An interest in the professional development of young musicians	x	
A passion for, and commitment to, the role of outreach music and its impact both on participants and musicians	x	
A sympathy with all styles of music and specialist knowledge in at least one.		x
An interest in social welfare and a strong commitment to the development of access to the arts for disadvantaged and disabled people.	x	
An understanding of health, social services or education sectors.		x
General		
Energetic, creative, entrepreneurial and committed	x	
Self-starting and ambitious, highly-motivated, able to set priorities, meet targets and work alone, while operating as part of a wider team under direction	x	
Clean driving licence and use of a car		x
Able to remain calm under pressure and solve problems	x	