



THE MUSICIANS'
COMPANY

Job Description for The Musicians' Company Young Artists' Programme Manager

Title: Young Artists' Programme Manager

Reports to: Clerk (Executive Director)

Permanent position

Full time: 40 hours per week

Based in: Barbican, London (with some working from home, flexible hours considered on request)

20 days annual leave, rising one day for each year of service, up to 25 days

3% pension contributions from the Company

Salary £34,500 per annum

3 month probationary period

This role might appeal to someone who is currently a music project manager, an arts education practitioner, music teacher or arts manager.

About the Company

Rich in history yet in tune with the modern world and the challenges facing young musicians, we are one of the largest City Liveries, with 750 members, including around 200 Young Artists. As the only City of London Livery Company dedicated to the performing arts, alongside our active membership, we nurture talent and share music through our concerts, participation work, awards and Young Artists' Programme (YAP). We make awards totalling more than £250,000 a year across all musical genres to promote technical and creative excellence and recognise the lifetime achievements of the country's most distinguished musicians.

Our participation work gives Young Artists the opportunity to share their skills and inspire others through specially tailored music projects in schools and care settings. The bedrock of our programme consists of sending our Young Artists into London schools, bringing live music to schools that may have little music on their curriculum. Working closely with local London music hubs to deliver projects, we make over 100 visits to 12 primary and Special Educational Needs and Disabilities (SEND) schools and each year, delivered free of charge to schools. Almost 1,000 pupils each year are a part of our music projects. We also work in Merton Dementia Hub and the Royal Hospital for Neuro-disability, using music as a

therapeutic tool for the service users. A targeted approach enables us to reach the schools most in need of support: in 2023/24 we are focussing our work in Camden, Islington and Lewisham.

For more information please visit our website: www.wcom.org.uk

Job Summary

The Young Artists' Programme Manager will provide strategic leadership and operational management for the Young Artists' Programme, which nurtures over 200 exceptional early-career musicians who have won Musicians' Company awards. This role is central to guiding these talented individuals during the crucial first five years of their careers and leveraging their skills through the Company's participation/outreach initiatives. The Young Artists' Programme Manager will work closely with senior leadership, volunteers, educational partners, and Company members to ensure the successful delivery, expansion, and continuous improvement of the programme's wide-ranging activities, from performance opportunities and professional development to participation work in schools and care settings.

Overall Purpose of the Job

- To provide effective management for the Young Artists' Programme.
- Overseeing the participation, professional development, publicity and performance opportunities areas of the programme.

Key Responsibilities

Leadership and Strategy:

- Develop and implement a forward-looking strategic vision for the Young Artists' Programme, in collaborations with the Young Artists' Programme Coordination Committee, ensuring it aligns with the Company's mission to support emerging musical talent and promote community engagement.
- Lead, mentor, and manage a dynamic team of freelance musicians and volunteers.
- Oversee the planning, coordination, and execution of all programme activities, ensuring they meet the highest standards.
- Collaborate with senior leadership to explore and implement opportunities for programme expansion, including new participation initiatives and the inclusion of diverse musical genres.
- Monitor and evaluate the programme's effectiveness, using data and insights to drive continuous improvement and strategic development.
- Promote the Young Artists' Programme within and without the Company, attending events and networking.

Programme Development and Administration:

- Oversee the enrolment and ongoing support of new Young Artists, ensuring their smooth integration into the programme and guiding them through their five-year tenure.
- Serve as the first point of contact for all Young Artists, addressing inquiries and managing communications with public and company stakeholders.
- Manage comprehensive records of Young Artists' details, achievements, participation/outreach involvement, and professional development, ensuring accuracy and confidentiality in data management (for example, maintaining GDPR compliance).

- Lead the coordination and administration of the Young Artists' Programme Coordination Committee (YCC) and volunteer working group, ensuring meetings are effectively organised, reports are prepared and shared, minutes are documented, and action items are tracked and completed.
- Where necessary sit on and share expertise with other committees of relevance, for example the PR Committee.

Participation and Community Engagement:

- Provide strategic oversight, co-ordination and leadership for the outreach (participation) programme, which facilitates over 100 tailored music visits annually to 12 London primary and Special Educational Needs and Disabilities (SEND) schools, the Merton Memory Hub and the Royal Hospital for Neuro-disability.
- Working with local music hubs, ensure the outreach programme's focus remains on schools most in need of support, currently those in Camden, Islington, and Lewisham, where we work with schools where over 45% of students are eligible for free school meals, over 40% receive a deprivation pupil premium, and over 50% do not speak English as their first language.
- Expand and strengthen partnerships with local London music hubs, Merton Dementia Hub, and the Royal Hospital for Neuro-disability.
- Lead the recruitment, training, and support of freelance Young Artist musicians and dedicated outreach volunteers from the Company's membership in their participation work, ensuring they are equipped to deliver high-quality, impactful projects.
- Working with the music hubs, education advisor, YCC and volunteers to create deliverable and effective projects and programmes of work.
- Ensure all participation activities are meticulously planned, contracted, executed, and evaluated, with particular attention to safeguarding, including DBS checks and the Company's compliance requirements.
- Maintain detailed records of outreach activities, including budgeting, agreements, evaluations, and feedback for continuous improvement.
- Regularly attend and evaluate participation events, offering feedback and building relationships with Young Artists, volunteers and partner organisations.

Performance Opportunities:

- Oversee the coordination and management of performance opportunities for Young Artists at prestigious venues and festivals across the UK, such as St John's Smith Square, Buxton International Festival, Brighton Festival, and St Magnus International Festival.
- Create and manage performance opportunity callouts for Young Artists, ensuring a fair and equitable selection process.
- Oversee the administration and recording of collaborations with different venues and festivals.
- Cultivate and maintain strong relationships with concert promoters and festival organisers, negotiating terms and ensuring Young Artists are supported in their professional engagements.
- With the Young Artists' Programme Coordination Committee, develop strategies to increase performance opportunities, especially in emerging and contemporary music genres, broadening the scope and impact of the programme.
- Ensure Young Artist concerts are well publicised both internally to Company members and externally.

Professional Development:

- Partner with organisations, currently the Independent Society of Musicians, to provide professional development services and opportunities, including legal support, insurance, and expert advice to Young Artists.
- Facilitate mentorship and networking opportunities between Young Artists themselves, and, if suitable, experienced professionals within the Company's membership.
- Innovate and implement new professional development initiatives, such as workshops, masterclasses, and personalised coaching, to enhance the career trajectories of Young Artists.

Marketing, Publicity, and Communications:

- Lead the marketing and publicity efforts for the Young Artists' Programme, ensuring the achievements and activities of the artists are prominently featured across all Company platforms, including the website, social media, and newsletters.
- Manage the creation and distribution of promotional content, such as e-bulletins, social media and YouTube, ensuring consistent and impactful messaging. For example, the Company has previously developed the online music series #MiddayMusic and #MusicShots.
- Oversee the development and regular updating of Young Artists' profiles on the Company's website, ensuring their accomplishments are accurately represented and promoted.
- Collaborate with external writers and media professionals to generate content that showcases the programme's impact on both the artists and the wider community.

Financial Oversight:

- Oversee the budget for the Young Artists' Programme, ensuring efficient use of resources and alignment with the Company's financial goals.
- Work with the Company Accountant to monitor expenditures, prepare financial reports, and ensure transparency and accountability in the management of funds.
- Maintain and cultivate relationships with existing donors, providing them with regular updates on the impact of their contributions and inviting them to relevant outreach events.

Other:

- Being flexible: able to support colleagues in the office administratively or practically, where the need arises.

This role offers an exciting opportunity to make a significant impact on the careers of emerging musicians and the communities they serve, driving forward the Company's mission to foster musical talent and promote positive change through music.

Essential Criteria:

1. **Experience in Arts Participation/Administration:**
 - Proven experience in managing arts participation programs, including budget management and project coordination.
2. **Project Management Skills:**
 - Strong organisational skills with the ability to oversee multiple projects simultaneously, ensuring timely and effective execution.
3. **Communication Skills:**
 - Excellent written and verbal communication skills, with experience in drafting reports, creating content for social media, and liaising with diverse stakeholders, including artists, volunteers, and partner organisations.

4. **Digital and Social Media Proficiency:**
 - Good digital proficiency; experience in Microsoft Office (Word, Excel, Outlook, Teams, Forms), Zoom, social media platforms and using content management systems. Prior experience or adaptability to use platforms such as SurveyMonkey, MailChimp, GoogleDrive.
5. **Database Management:**
 - Proficiency in using and managing databases or CRM systems to track program participants, outreach activities, and performance data.
6. **Stakeholder Management:**
 - Demonstrated ability to work with and support a range of stakeholders, including young artists, volunteers, external partners, and Company members.
 - An understanding of the specific needs of early-career musicians.
7. **Knowledge of GDPR and Data Management:**
 - Familiarity with GDPR regulations and best practices for data management, ensuring compliance in handling sensitive information.
8. **Creative Problem-Solving Skills:**
 - Ability to anticipate challenges and develop innovative solutions, particularly in the context of program delivery and outreach.
9. **Team Collaboration:**
 - Demonstrated ability to collaborate effectively within a team, including working with committees and senior management.
10. **Passion for the Arts:**
 - A genuine passion for supporting young musicians and the broader mission of promoting music and arts education.

Desired Criteria:

1. **Familiarity with UK Music Education and Outreach Landscape:**
 - Knowledge of the current landscape of music education and outreach programs in the UK, including key institutions and trends.
2. **Volunteer Coordination Experience:**
 - Experience in recruiting, training, and managing volunteers, particularly in an arts or outreach context.
3. **Professional Development Expertise:**
 - Experience in designing or managing professional development programs, mentoring schemes, or training workshops.
4. **Marketing and PR Skills:**
 - Experience in developing and implementing marketing strategies, including creating content for newsletters, social media campaigns, and public relations.

The Musicians' Company is committed to creating a diverse and inclusive environment in which everyone can thrive. We particularly welcome applications from those who are from a global majority background and/or those who are disabled, as they are under-represented within our organisation.

If you have any queries or access requirements for your application, please contact the Musicians' Company Clerk on clerk@wcom.org.uk

How to Apply:

Please submit your CV, and a cover letter of no more than two pages, detailing your experience and suitability for this role to clerk@wcom.org.uk

Applicants must have work authorisation for the UK. No agencies please.

Closing date: 22nd September

Interviews: w/b 7th October