

Creative Learning Producer

Hours: 0.4 FTE (approximately 14 hours per week)

Salary: £30,000 (£12,000 actual salary)

Contract: Permanent

Location: Bath, with some travel across the South West

Reports to: Executive Director

Responsible for: Freelance music leaders and project delivery teams as required

About Bath Philharmonic Orchestra

Bath Philharmonic Orchestra brings outstanding live orchestral performances to audiences across the South West while creating opportunities for people of all ages to experience, make and share orchestral music.

Rooted in Bath, we present an ambitious programme of concerts alongside year-round creative projects that celebrate the power of live music to connect people, spark imagination and enrich lives.

Over the past decade, Bath Philharmonic Orchestra has evolved from a traditional concert provider into a community-embedded, creatively ambitious organisation, reaching over 12,000 people annually and placing co-creation, inclusion, and joy at the heart of our work.

Our Creative Learning projects place **co-creation at their heart**. We believe orchestras don't just perform for their communities – they create with them. Through projects with children, young people, schools, families and communities, we create opportunities for people to develop their own ideas, voices and musical experiences alongside professional musicians and creative practitioners.

Our programme includes nationally recognised projects with young carers, primary school visits to orchestral rehearsals, inclusive music ensembles, creative inclusive choirs for teenagers and co-created work presented alongside our main-stage concerts.

The Role

We are looking for a creative, organised and collaborative **Creative Learning Producer** to help develop and deliver Bath Philharmonic Orchestra's growing programme of creative learning and participation activity.

Working closely with the freelance Creative Learning team and wider Bath Phil staff, the Producer will take responsibility for the practical delivery of a portfolio of projects – from initial planning and partnership development through to artist management, delivery, evaluation and reporting.

The role will involve working closely with professional orchestral musicians, freelance artists, music leaders, schools, community organisations, young people and other partners. The successful candidate will be someone who can move confidently between creative thinking and detailed project management: someone who can develop an idea, build the relationships around it and then make sure it happens.

This is an opportunity to play an important role in helping to shape the next stage of Bath Phil's Creative Learning programme and to contribute to an organisation committed to making orchestral music relevant, accessible and meaningful to more people.

Key Responsibilities

Project development and production

- Produce and coordinate a portfolio of Creative Learning projects from initial planning through to delivery and evaluation.
- Work with the Bath Phil team to develop imaginative, inclusive and high-quality projects that reflect Bath Phil's co-creative approach.
- Develop project plans, schedules, budgets, delivery arrangements and risk assessments.
- Coordinate venues, equipment, transport, materials and other practical requirements.
- Ensure projects are delivered safely, effectively and within agreed budgets and timescales.
- Identify potential challenges early and develop practical solutions.
- Support the development of new project ideas and contribute to funding and partnership proposals where appropriate.

Artists and musicians

- Act as a key point of contact for Bath Phil musicians, freelance artists, music leaders and other project contributors.
- Coordinate artist availability, contracts, fees, briefing and practical arrangements.
- Ensure artists and musicians understand the aims, context and creative approach of each project.
- Support artists to work effectively with participants and partners.
- Build positive and productive relationships with the Orchestra's musicians and creative practitioners.

Partnerships and participants

- Develop and maintain strong relationships with schools, youth organisations, community organisations, Music Hubs and other delivery partners.
- Act as a key contact for project partners before, during and after delivery.
- Ensure projects are responsive to the needs, interests and circumstances of the people taking part.
- Support a culture of participation in which people's ideas, experiences and creative voices are valued.
- Help identify opportunities to develop longer-term relationships with partners and communities.

Delivery and event management

- Attend and produce workshops, rehearsals, performances and other project activity, including occasional evenings and weekends.
- Provide on-the-ground support to artists, musicians, partners and participants.
- Coordinate project logistics and ensure everyone involved has the information they need.
- Support performances and presentations of participant-created work, including opportunities to share work alongside Bath Philharmonic Orchestra's professional musicians.

Evaluation and impact

- Coordinate project evaluation and feedback, ensuring that participant and partner voices are captured meaningfully.
- Maintain accurate records of participation, activity and outcomes.
- Contribute to reports for funders, partners and the Board.
- Help Bath Phil understand and communicate the impact of its Creative Learning work.
- Contribute to the ongoing development and improvement of programmes based on learning and feedback.

Safeguarding and inclusion

- Work within Bath Phil's safeguarding, access, equality and inclusion policies and procedures.
- Ensure appropriate safeguarding, consent, risk assessment and access arrangements are in place for projects.
- Take a proactive approach to identifying and removing barriers to participation.
- Contribute to an environment in which everyone involved feels welcomed, respected and able to contribute.

Wider contribution

- Work collaboratively with colleagues across the organisation.
- Contribute Creative Learning content and stories to communications and fundraising activity.
- Represent Bath Philharmonic Orchestra professionally with partners, participants and external organisations.
- Contribute to the wider life and development of the Orchestra as part of a small, collaborative team.
- Undertake other reasonable duties consistent with the role.

Person Specification

Essential

We are looking for someone who can demonstrate:

- A commitment to and understanding of safeguarding.
- Experience of producing, coordinating or managing creative, arts, music, education or community projects.
- Experience of working with artists, musicians, creative practitioners or other freelance professionals.
- Strong project management and organisational skills, with excellent attention to detail.
- Experience of building positive relationships with schools, community organisations, cultural organisations or other partners.
- Excellent communication skills, both written and verbal.
- The ability to manage several projects or priorities simultaneously.
- Confidence working independently and taking responsibility for getting things done.
- A collaborative and flexible approach to working with colleagues, artists, partners and participants.
- A commitment to inclusive and accessible creative practice.
- An understanding of the value of creative participation and co-creation.

- The ability to work occasional evenings and weekends when project delivery requires it.

Desirable

- Experience of working within an orchestra, music organisation or performing arts organisation.
- Experience of working creatively with children and young people.
- Experience of working with young people or communities facing barriers to participation.
- Experience of inclusive music-making, music therapy, SEND or trauma-informed practice.
- Experience of working with professional orchestral musicians.
- Experience of managing freelance artists and practitioners.
- Experience of project budgeting and financial monitoring.
- Experience of evaluation and reporting for funders.
- Knowledge of the education, cultural or community landscape in Bath and the wider South West.
- A musical background or understanding of creative music-making.

Personal qualities

The successful candidate will be:

Creative – curious about new ideas and committed to finding imaginative ways for people to experience and make music.

Organised – able to turn creative ideas into well-planned, well-delivered projects.

Collaborative – someone who enjoys working as part of a team with artists, musicians, colleagues, partners and participants.

Inclusive – committed to creating opportunities for people whose voices and experiences may not always be heard.

Proactive – willing to take responsibility, solve problems and make things happen.

People-focused – interested in relationships and in creating meaningful experiences, rather than simply delivering activities.

Adaptable – comfortable working in a small organisation where priorities can develop and everyone contributes to the wider team.

Safeguarding and pre-employment checks

Bath Philharmonic Orchestra is committed to safeguarding and promoting the welfare of children and young people.

This role involves regular contact with children and young people as part of Creative Learning projects and activities. **The successful applicant will therefore be required to undertake an Enhanced DBS check before taking up the post.**

The appointment will be subject to satisfactory completion of all required pre-employment and safeguarding checks. The successful applicant will also be required to comply with Bath Philharmonic

Orchestra's safeguarding policies and procedures and undertake any safeguarding training required for the role.

Working pattern

This is a **0.4 FTE role (approximately 16 hours per week)**. We are open to discussing how these hours are structured, recognising that project delivery may sometimes require evening or weekend work.

The role is based at our office in Widcombe, Bath but may involve travel to schools, community settings, rehearsal and performance venues across Bath and the wider South West.

Because Creative Learning activity is often delivered outside conventional office hours, some evening and weekend work will be required. Time off in lieu will be provided in accordance with Bath Philharmonic Orchestra's policies.

Our commitment

Bath Philharmonic Orchestra is committed to creating an inclusive organisation that reflects the communities we serve. We welcome applications from people of all backgrounds and particularly encourage applications from people who are currently underrepresented in the cultural sector.

We are committed to making our recruitment process accessible. If you require any reasonable adjustments or would like to discuss alternative ways of applying, please contact us.

We are particularly interested in hearing from people who bring lived experience, professional experience or creative perspectives that can help us continue to develop the way we work with communities.

Application Process

Please email your CV and a covering letter to info@bathphil.co.uk

Deadline: **5pm on Friday 13 November 2026**