

A woman in a light blue shirt and dark pants is performing a handstand on a large wooden xylophone. She is holding mallets in her hands. A man in a red shirt is sitting behind the xylophone, looking up at her. A crowd of people is standing around them, watching the performance. The room is dimly lit with blue and purple lights, and there are many small, warm-toned lights hanging from the ceiling. The text "PARAORCHESTRA" is written in large, bold, yellow letters at the top left, and "JOB PACK: PROJECT COORDINATOR" is written in large, bold, yellow letters at the bottom left.

# PARAORCHESTRA

## JOB PACK: PROJECT COORDINATOR

# PARAORCHESTRA

## Position: Project Coordinator

Thank you for your interest in working with Paraorchestra.

The position of Project Coordinator is a key role within our Producing team. The successful candidate will be responsible for coordinating the logistics of Paraorchestra's artistic programme and supporting the efficient day-to-day running of the Projects Department.

There will be opportunities to work across a wide variety of different shows including national and international touring. This role will suit an organised, logistics-minded person who is adept at holding multiple projects and working positively as part of a team.

## About Paraorchestra

We are a fearless collective of disabled and non-disabled musicians: a platform that pushes the boundaries of music-making to create art with passion and purpose.

With a diverse ensemble led by the remarkable vision of our artistic director Charles Hazlewood, our performances are a fusion of emotion, innovation, and intrepid artistry. Behind the scenes, we focus on developing careers, building confidence, and fostering collaboration to inspire a fierce ambition and excellence that matches our artistic programme.

## What we do

You can find us performing across a huge breadth of different contexts: music venues across the UK and Ireland, main stages at greenfield festivals like Glastonbury, housing estates, beachfronts, and concert halls from Amsterdam to Hong Kong.

From large-scale outdoor projects such as *The Bradford Progress* - a sprawling, 36-hour musical journey created with Jeremy Deller and hundreds of musicians from across Bradford for the 2025 UK City of Culture - to *The Virtuous Circle*, an immersive choreographic journey into Mozart's 40th symphony premiered at the BBC Proms, we specialise in performances that challenge notions of where orchestral music should be performed, and for whom.

Our artist development programme Modulate is creating change at a structural level within the classical sector, offering opportunities for disabled musicians and composers to explore their practice in multiple bespoke ways. The programme goes beyond notions of levelling the playing field and is creating an environment in which disabled music creators can truly thrive.

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## Access and inclusion

We believe all areas of our work will be stronger with greater diversity and welcome applications from those who bring difference and who are underrepresented in the sector.

At Paraorchestra we work with the Social Model of Disability and will make reasonable adjustments to the role and the way in which we work to enable individuals to reach their full potential.

If you are D/deaf, disabled and/or neurodivergent and you meet the essential criteria for the role, we will guarantee you an interview.

We are able to support you with an application to Access to Work where appropriate. If you would like to discuss this before an application please email [applications@paraorchestra.com](mailto:applications@paraorchestra.com) and let us know how best to contact you.

You are able to submit your application in a variety of formats - please see the later section on Applications for more information.

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## Job description

### Position: **Project Coordinator**

Reports to: Producer

Salary: £27,300 per annum (inflationary pay increase pending)

Contract: Full-time, permanent

Location: Bristol based, minimum of 2 days per week in the office

## Role Purpose

The Project Coordinator is a key member of the Producing team, responsible for coordinating the logistics of Paraorchestra's artistic programme and supporting the efficient day-to-day running of the Projects Department.

Working closely with the Producer and Assistant Producer, the Project Coordinator supports the planning and delivery of commissions, touring productions, and one-off events. The role also implements pastoral and access coordination for musicians and creative team members with access requirements, ensuring artists are supported to work at their highest level.

## Key Responsibilities

### 1. Production

- Coordinate rehearsal and project logistics, including booking rehearsal venues that meet requirements for access, timings, production needs, catering, and parking.
- Provide venues with timely and accurate information to ensure rehearsals and events are set up as required.
- Arrange catering for rehearsals and projects, ensuring dietary requirements are fully met.
- Support the Producer or Production Manager to hire, purchase, and manage equipment for rehearsals and productions.
- Maintain an up-to-date inventory of all equipment and costumes, arranging maintenance or replacement as needed.
- Minute and organise project meetings and debriefs when required.
- Support evaluation across projects, ensuring feedback and data are collected, organised, and stored accessibly.
- Assist senior producing and finance staff with project reconciliation and administration as required.

### 2. Touring

- Book accommodation for production and creative teams, ensuring access requirements are met.
- Arrange travel for musicians and production teams, including trains, taxis, coaches, and flights, liaising with promoters or travel agents as required.
- Coordinate UK and international visa requirements for touring projects, working with external promoters, festivals, and specialist immigration advisors where necessary.
- Work with the Orchestra Manager and Assistant Producer to produce detailed artist schedules for each project.
- Reconcile petty cash and cash per diems while on tour.

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- Work with finance colleagues to ensure suppliers, freelancers, and artists are paid accurately and on time.

## 3. Access

- Act as the main pastoral point of contact for musicians and creative team members with access requirements.
- Create, maintain, and update access records for musicians and creative teams, ensuring GDPR compliance in collaboration with the General Manager.
- Brief, and coordinate Assistants and Medical Assistants for projects, ensuring they are fully informed of individual support needs.
- Provide venues, promoters, and festivals with clear and timely access information to ensure appropriate provisions are in place.
- Attend site visits when required to assess and document access provision, or coordinate this with venues as necessary.
- Work with colleagues across Producing and Communications to support audience access provision for Paraorchestra projects.
- Support organisational safeguarding policies and procedures, contributing to a culture of high care, safety, and wellbeing.

## Essential personal attributes

- Experience of having worked flexibly and positively as part of a team
- Experience in managing the logistics of multiple projects calmly and confidently
- Experience of working in arts or events administration or equivalent for a minimum of 2 years
- Highly organised, able to work with a number of stakeholders at once, and support project management approaches
- High level of attention to detail and excellent time management skills
- An understanding of budget management, either from direct experience or from supporting others
- ICT literate
- Excellent communication and networking skills – ability to effectively communicate in person, in writing and by telephone
- A proven awareness and interest in arts, culture and live performance
- An understanding and passion for The Social Model of Disability

## Desirable:

- Experience of working with disabled artists and supporting their access requirements
- Experience of touring in the UK and internationally
- An understanding of best practise in safeguarding

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## Summary of main terms and conditions

### Contract

This is a permanent, full time, PAYE contract, subject to a six month probation period.

### Salary

£27,300 per annum (inflationary pay increase pending)

### Annual Leave

25 days Annual Leave plus UK statutory bank holidays

### Notice Period

Following successful completion of the probationary period, the period of notice will be 8 weeks on either side.

### Pension

Paraorchestra operates a NEST stakeholder pension scheme, where the employer contributes 4% and employee contributes 5% of your salary annually.

### Other Benefits

Paraorchestra offers enhanced paid leave (following qualifying periods) across Sickness Leave, Parental and Dependents Leave, Maternity and Adoption Paid Leave, Paternity Leave and Bereavement Leave. The details are as follows:

### Sickness

6 weeks on full pay, with an additional Exceptional Circumstances clause offering 12 weeks on full pay followed by 12 weeks on half pay.

### Maternity/Adoption

12 weeks on full pay followed by 12 weeks on half pay, and statutory thereafter.

### Paternity

3 weeks of paid leave which can be taken as a block or separately, on full pay.

### Time off to care for dependents

A supportive environment for its employees with dependents, with 5 days paid leave available.

### Bereavement

4 weeks on full pay in the event of bereavement of a child under 18 years of age, two weeks on full pay for a spouse or partner, child or parent and 2 days in the event of a close relative.

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## Working conditions

Paraorchestra seeks to offer a working environment that is flexible and responds to a wide range of employee needs.

You will see our approach to this laid out below. We will always need to balance this with our mission as an artistic organisation, to create and tour large scale work in the UK and internationally. Requests for flexibility will be considered alongside Paraorchestra's need for employees to fulfil the function of their roles, which means that on occasion, we will not be able to agree to all requests for flexible working.

Employees requesting reasonable adjustments for access needs will be discussed and dealt with separately to the flexible working process.

## Hours

This is a full-time role working 5 days per week (8 hours per day) between Monday to Friday, which are inclusive of a one hour paid lunch break, and can be worked flexibly between the core hours of 8am and 6pm.

Whilst the majority of your work will need to be undertaken during our core hours, you may also be able to propose working some of your hours outside of our core hours, based on your access needs or existing family commitments. We are open to discussing this, and you should raise this in your application.

You may be required on occasion to work some evenings and weekends. If you are required to work additional hours you may be entitled to time off in lieu (TOIL).

## Location

Our preference is for you to be based in Bristol or the South West and to work in the office for a minimum of two days each week, alongside working onsite for projects. Paraorchestra offers hybrid working for all employees. This means that it may be possible for you to work remotely from time to time.

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## Applications

To apply, please send a CV and covering letter explaining how your experience, skills and personal attributes are right for the role to [applications@paraorchestra.com](mailto:applications@paraorchestra.com)

Please pay particular attention to the key responsibilities and the person specification, as matching these to your skills, experience and attributes is how we determine our shortlist for interviews.

Your covering letter can be a video or an audio file (up to 4 minutes) or written (no more than 2 sides of A4).

Please download and return a completed [Equal Opportunities Survey](#) along with your application.

If you need access support to complete and submit your application, please email [applications@paraorchestra.com](mailto:applications@paraorchestra.com) and let us know how best to contact you.

Here are some application dos and don'ts to bear in mind:

- DO include your phone number and contact details
- DO include dates on your work history
- DO tell us how you heard about the job
- DON'T include a photo or your date of birth – this is confidential data you don't need to share
- DON'T forget to proofread for spelling and grammar errors

## Questions?

If you have any specific questions about the role, the recruitment process or would like to understand more about our working culture, we can arrange a short informal chat. We will not be able to discuss your suitability for the role but are able to answer any questions. If you would like to arrange a call please email [applications@paraorchestra.com](mailto:applications@paraorchestra.com)

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## Interview Process and Key Dates

The deadline for applications is Wednesday 4 March at 10am.

Interviews will take place on Wednesday 18 and Thursday 19 March.

If your application is successfully shortlisted and you are invited to an interview, we will provide interview questions in advance, along with an organisational chart outlining all of the different roles in the organisation. Please be forthcoming with any access needs ahead of your interview so that we may accommodate them.

Interviews will be held in person in Bristol, however, we are also happy to facilitate a Zoom interview with the panel if this works better for you. If the interview is held in person, we are happy to reimburse your travel expenses, and any additional access costs that you might have.

## Feedback

If you are invited to interview but are unsuccessful we will provide feedback, on request. This may be verbal or written. We are unable to offer feedback on all applications due to the high number of applications that we receive. If you have not heard from us within three weeks of the deadline, you can assume that on this occasion you have been unsuccessful.