



INFORMATION PACK for SHEFFIELD PROGRAMME MANAGER



Deadline for applications

9.00am, Monday 2 March

Music in the Round is an Equal Opportunities Employer

We want our workforce to be representative of all sections of society and actively welcome candidates who are currently under-represented in the arts: people of colour and/or anyone who self-identifies as LGBTQIA+ and/or self-identifies as disabled.

Music in the Round, 4th Floor, Sheffield Central Library, Surrey Street, Sheffield S1 1XZ
Registered Charity no. 326811. Company no. 1880734. VAT no. 391 1875 33

Music in the Round

Music in the Round is the leading national producer of chamber music, with a year-round programme of hundreds of events for people of all ages. For over 40 years we have been bringing people and music closer together through our friendly and informative style of 'in the round' performances. We present concerts and the Sheffield Chamber Music Festival each year at our home venue, the Crucible Playhouse, as well as events across the city and in partnership with venues around the country. We connect people to music by presenting music in intimate venues, with amazing artists playing spine-tingling music with their heart and soul, often accompanied by lively spoken introductions.

Our resident group, Ensemble 360, comprises 11 of the finest chamber musicians in the country, and is at the heart of our activity. Alongside them we present world-class guest musicians and outstanding young artists at concerts, as well as free or low-cost participatory events led by high-quality workshop leaders and educators. Each year we reach around 25,000 people, from Goole to Portsmouth via Barnsley and Milton Keynes. We are also known for our extensive Learning & Participation (L&P) programme, which reaches around 10,000 children and young people each year. We have recently appointed a Visiting Quartet, the Consone Quartet, specifically to undertake activity in schools and inspire string playing in Sheffield and South Yorkshire.

We attract high quality artists to Sheffield, such as Steven Isserlis, Evelyn Glennie, Jasdeep Singh Degun, Jess Gillam and our singer-in-residence Roderick Williams. We are a founder partner in the plans to turn a disused building in the centre of Sheffield into Harmony Works, a centre for music education that will house Music in the Round, Sheffield Music Hub, Sheffield Music Academy, Brass Bands England and Orchestras for All, along with other organisations, creating a hive of musical activity right in the heart of the city.

Sheffield Programme Manager

Overview

This role is integral to Music in the Round, and manages our programme of concerts and events in Sheffield. The postholder will be passionate about chamber music and the ethos of Music in the Round, with our aim to bring people closer to the music. This role will continue our work to integrate a range of concerts performed and presented at the highest level, with learning and participatory work open to all, offering a truly 'in the round' approach to exploring and celebrating chamber music. We are looking for someone who is motivated, passionate and knowledgeable about music, with a deep commitment to diversity and inclusion in every aspect of our work, and a desire and ability to work collaboratively with a range of people and partners.

Key Responsibilities

The Sheffield Programme Manager will manage our programme of activity within the city of Sheffield to deliver a range of concerts and participation events. The role involves working with the Head of Programmes to devise, agree and implement an autumn and spring season of activity and to work on the delivery of the Sheffield Chamber Music Festival. Working closely with the Events and Participation Coordinator, they will collaborate with Music Hubs, schools, early years providers, healthcare and residential settings, local music-makers and other relevant organisations in Sheffield to increase access and participation in chamber music and wider music-making in Sheffield. Where appropriate, audience development plans will be created, in liaison with and supported by Music in the Round's Marketing & Communications Manager.

Job Description

Programme Management

- Liaise with Ensemble 360 and the Head of Programmes to plan and programme concerts and events, in collaboration with the National programming team, providing information to artists and venues as required in a timely manner
- Work with guest artists and their agents, alongside the Head of Programmes, to bring significant artists to Sheffield
- Be the first point of contact for and liaise with Sheffield Theatres and other venues regarding programming, logistics (schedules, contracts, risk assessments) and other activity
- Liaise with Ensemble 360 and Sheffield Theatres to programme and deliver concerts, in consultation with the Head of Programmes, and support our audience development objectives in Sheffield
- Work with partners to identify and respond to potential opportunities in Sheffield, and support relations with local community arts and music organisations
- Respond to requests from potential new venue partners in the region
- Support the Head of Programmes with seeking out opportunities to expand concert and Learning & Participation activity across Sheffield to generate income for Music in the Round
- Work with Head of Programmes and Events & Participation Coordinator in the delivery of Learning & Participation events in the Sheffield area

Marketing & Audience Development & Misc Tasks

- Support Music in the Round marketing staff as required in the creation of brochures, leaflets, website copy, social media, Friends' newsletter and other materials so that Sheffield concerts, festivals and other events are successfully promoted
- Support audience research as required by Music in the Round or venue partners
- Ensure all musician details, and travel & accommodation information is recorded in the appropriate document for annual reporting to Arts Council England and other funders
- Ensure PRS information is collected and shared with Sheffield Theatres and Music in the Round staff, and data collated for the annual PRS submission to Making Music
- Issue up to date information for the monthly concert schedules to staff and Ensemble 360

General Duties

- Participate in team meetings reporting on concert activity and contributing to forward planning and business development as required
- Undertake general office duties, including answering the phone and responding to general enquiries
- Observe and act positively upon the Equal Opportunities policies of Music in the Round and observe all Health and Safety regulations in concert and other event venues
- Be familiar and comply with relevant policies and procedures included in the Music in the Round staff handbook

In order to fulfil these duties, we anticipate that the successful candidate will be prepared to attend concerts and events in South Yorkshire on a regular basis, in liaison and as agreed with the Head of Programmes. Some evening and weekend work will therefore be required, and where appropriate TOIL will be accrued.

Skills and Experience

We are looking for someone with experience of liaising with performers and collaborating with a range of people from different backgrounds, who can demonstrate some or all of the following:

- a strong interest in classical music and contemporary music, particularly chamber music, and a willingness and interest to promote and programme other musical genres such as folk, jazz and non-Western classical traditions as well as the music of under-represented composers
- excellent administrative and project management skills and the ability to hit the ground running, picking up an existing programme, maintaining and developing it
- some experience of negotiating with agents, musicians and/or promoters
- the ability to assume a collaboratively creative role that deepens our relationships with current venues to enable better collaboration for concerts and community events
- the ability to research and investigate potential opportunities for Music in the Round to present activity in more venues across the city, both income-generating and where a partner seeks to embed music-making deeper in their community through outreach activity and audience development
- the ability to work collaboratively with the staff, members of Ensemble 360 and volunteers
- an understanding of the administrative and business needs of an arts organisation, including governance, fundraising and marketing, with an aptitude for good public and internal relations
- an appreciation of the need for and a commitment to audience development
- strong organisational skills so that everyone involved in an event receives all the information needed in an accurate and timely manner
- decent communication skills, both written and verbal, and robust IT skills

Organisational Structure and Governance

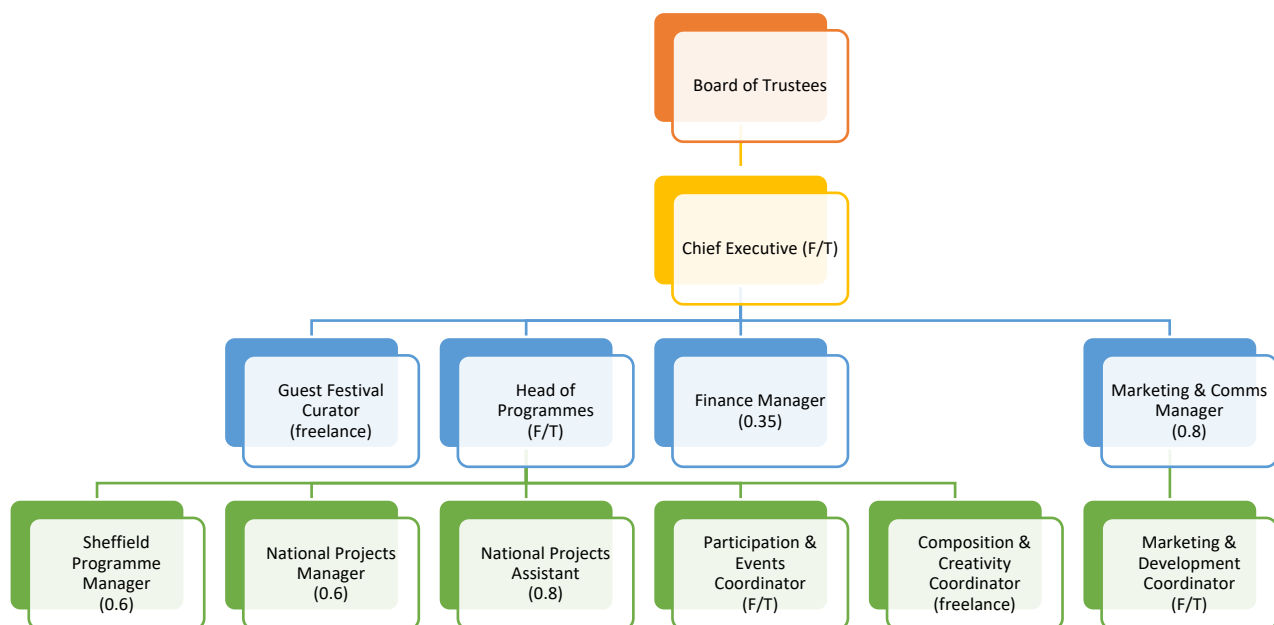
Board of trustees

The board currently comprises 12 members. The trustees have a range of backgrounds and skills, including financial, music administration, fundraising working in community settings, academic research and social sciences. The current Chair, Jenny Dibden-Stevens, assumed the role in June 2022, and is a senior civil servant.

Staff

There are currently nine members of staff, supported by freelance artists as required. Four members of staff are full-time and five are part-time. The Sheffield Programme Manager reports to the Head of Programmes.

The staff is formed into two programming and event teams, one of which is primarily responsible for activity based in Sheffield, and the other leads on activity in Yorkshire and around the country. They are supported by the administration team and concert management is shared amongst the whole programming team.



Salary

This is a part-time permanent position. It is being advertised at 21 hours per week.

The salary for this role is £16,800 (FTE £28,000 per annum)

Office base

The post will be based at the company's office: Music in the Round, 4th Floor, Sheffield Central Library, Surrey Street, Sheffield S1 1XZ. Optional working from home and flexible hours.

Holiday

17 days per annum including public holidays (28 pro rata), rising to 20 days after two years in post (33 pro rata). All staff are given additional annual leave between Christmas and New Year.

How to Apply

- Send a copy of your CV and a covering letter (maximum 2 pages) or a video application (maximum five minutes) detailing why you are a suitable candidate for the job with reference to the Job Description to edward@musicintheround.co.uk putting Sheffield Programme Manager as the subject
- Complete the anonymous online Equal Opportunities Monitoring Form, available on our website
- For a confidential conversation about the role, please contact Chief Executive Jo Towler on jo@musicintheround.co.uk

Deadline:

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