



PRODUCTION & MARKETING COORDINATOR

2-year part-time post from January 2020 (Edinburgh)

Love Music inspires and empowers people to be curious, creative and adventurous with music, regardless of their skill base or background, raising aspirations and changing lives. Our vision is for our communities to have no-barrier access to the highest quality musical encounters that leave them inspired to engage in their own creative journeys and open to new ideas and experiences.

We create and produce a portfolio of adventurous participatory projects and new music through which young people and communities can come together with musicians in a professional setting and participate in inspirational music making. This, together with a drive to foster and support musical curiosity, and to provide adventurous high-quality music making, underpins all of our work.

Our ethos is based on principles of inclusion, acceptance and a conscious exploration and celebration of musical and cultural diversity. We are acutely aware of the benefits of music-making to both mental and physical health, and see evidence of our participants' increased levels of confidence and personal resilience.

We are a small and dedicated team, and have created this post to support the Managing Director in the production and marketing of all of our projects. This post will enable the organisation to deepen its partnerships within Edinburgh and to support the development and touring of its projects further afield. It will provide opportunities for the post-holder to develop their hands-on events, planning and production experience, as well as to help the organisation to best present its work.

Love Music's values - our work focuses on:

- **No-barrier*** experiences, and a **culture of equality** across all activity
- **The power of learning** and **the educational impact** on participants
- Providing the **highest quality experiences** with exceptional artists and practitioners
- **Embracing diversity** and providing access to **culturally diverse music**
- Creating **inspiring experiences** that enrich participants' lives, and inspire their families and communities
- **Insisting on excellence** and being **artistically ambitious**
- **Innovation**, enhancing its work and enriching the sector through **new thinking** around delivery, planning and engagement

* No-barrier access means that wherever possible we do not discriminate on the basis of ability to pay, social background, previous experience, musical skill, or physical or mental ability, and that we have an aspiration to deliver inclusive and accessible experiences to all who wish to take part.

Visit the project pages on our website to read about our recent projects.

- 80 hours per month
- This is an employed position, Gross £12,960 per year (£24,570 pro rata)
- Probation period is 6 months
- Love Music currently has funding for this post for 2 years. We intend to seek additional funding to continue this post after that period.

Job Description

Production & Marketing Coordinator

Reporting to the Managing Director

Primary responsibilities

- To work with and support the Managing Director and Artistic Director on the delivery of the organisation plan

Duties

- Lead on creation and delivery of organisational and individual project marketing and communication plans
- Support all aspects of project production across the organisation
- Contribute to the development of the vision, direction and purpose of the organisation, in partnership with the board and the staff team

Specific tasks

Production

- Book workshops and prepare project and event schedules
- Book technical requirements for events
- Manage participants' registrations and communications (not choirs)
- Ensure all project participants are kept up to date with plans by whatever means necessary to ensure their full participation and engagement
- Collate details for entertainment licence applications
- Keep accurate spreadsheets and attendance lists
- Ensure participants' data is processed in accordance with GDPR and privacy policy
- Analyse and report on evaluation data for funding reports and applications
- Work with the Managing Director to periodically review and revise monitoring and evaluation tools and systems
- Create event risk assessments

Event management

- Ensure smooth running of events, managing participants, artists and team members
- Prepare and print sign in sheets, contact sheets, signage and documentation as required for each event (not choirs)
- Choir rehearsals: set up stage and backstage areas for choir rehearsals, including basic technical equipment; welcome the volunteer team, artists and choir members; be on hand to answer questions; ensure that safety procedures are followed; provide access support for members; manage rehearsals and events with the rest of the team; be fire officer and provide first aid when necessary
- Choir events: assist with the organisation and management of additional events outwith each term

Marketing & Communications

- Keep all websites' content updated
- Ensure websites' backend maintenance is updated and secure
- Create and implement marketing plans for projects and events, including use of social media platforms to develop and promote the company brand
- Write event copy, press releases, e-newsletters, programme copy
- Liaise with designers, printers and distribution providers
- Proof outgoing communications
- Ensure use of house style is consistent across company documents and external communications

Both production & marketing

- Lead on recruitment of project participants
- Work with the Choirs Coordinator to recruit choir members including flier distribution, email campaigns, use of social media, communications with the city council and schools
- Manage guest lists, invitations and receptions for events
- Proof project resources
- Maintain event photo and film libraries including keeping record of media consents in line with GDPR

Other

- Assist with other tasks to support Love Music colleagues as and when required and as time allows

Experience & personal specifications

ESSENTIAL EXPERIENCE

- Experience working in a marketing / communications role
- Experience of organising arts and / or community activities
- Experience of administration and office systems
- Hands-on event management experience
- Experience working with people from a range of backgrounds and ages

DESIRABLE EXPERIENCE & SKILLS

- It is not essential that you will have worked with website maintenance or content management systems before, however you must be technically minded and be interested in and willing to learn about this side of the job
- An understanding of child protection issues would be useful but full training will be given
- Awareness of health and safety issues and risk assessments
- Ability to read music and use Sibelius music editing software

THE SUCCESSFUL CANDIDATE

- Is extremely organised
- Has strong IT skills and is technically minded
- Has incredible attention to detail and proofing skills
- Has good copy writing skills
- Has clear and careful spoken and written communication skills
- Has the ability to work independently under their own steam to agreed deadlines and targets
- Enjoys contributing to and is good at working in a small team
- Is a quick learner and enthusiastic to learn new skills
- Is in tune with Love Music's values
- Has a friendly, welcoming and patient disposition
- Stays calm under pressure
- Has an understanding of inclusive community arts and participatory arts practice

NOTES

- Availability on Monday afternoons and evenings is essential, as that is when we run our choirs.
- As well as Mondays, occasional evening and weekend work is an expected element of this post, alongside short tours across the UK.
- Job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties which are broadly in line with the above key responsibilities.
- It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the organisation. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.
- Candidates will be able to provide evidence of their eligibility to work in the UK and will be subject to a Protection of Vulnerable Groups Disclosure Scotland check.

HOW TO APPLY

Please complete the application form and email it to ruth@lovemusic.org.uk. Incomplete application forms will not be considered.

Applicants should ensure that their referees are aware that they will be contacted before the position is formally offered.

The deadline for applications is **noon on Wednesday 4th December**, with interviews taking place on **Thursday 12th December**.

We would prefer the successful applicant to start working with us in January 2020, however there is some flexibility around the start date.

PRIVACY NOTICE FOR APPLICANTS

As part of the candidate selection process, Love Music collects and processes personal data relating to all applicants. This data, and any data about you that we collect from third parties (such as your referees or Disclosure Scotland as part of your PVG check) will be stored in password protected Dropbox folders. We will only use your personal data where the law allows us to, most commonly to manage the recruitment process, to enter into a contract with you and to comply with any legal obligations. We may also need to process your data to respond to and defend against legal claims. Your data will be shared with the recruitment panel and colleagues on the Love Music team; we require all third parties to respect the security of your data and to treat it in accordance with the law. We will retain your personal data for as long as necessary to fulfil the purposes we collected it for; if your application is unsuccessful this will be for a maximum of 6 months after the end of the recruitment process. You have the right to request access to, correction of and, in some circumstances where the law allows, erasure of the personal information we hold about you.