

# Sound and Music

## Job Description

Title of Post:	Composer Liaison Manager – Music Patron
Contract & hours:	Permanent. Part-time post 3 days per week (22.5 hours)
Pay:	£26,000 - £31,000 pro rata, depending on experience
Location:	London (but postholder can work remotely from anywhere in the UK)
Reporting to:	Head of Music Patron, Sound and Music
Application deadline:	5pm Wednesday 1 <sup>st</sup> December
Interviews:	Monday 13 <sup>th</sup> and Tuesday 14 <sup>th</sup> December, via Zoom
Created:	October 2021

## 1. General Information

[Music Patron](#) is an ambitious new online platform that will connect composers directly with patrons. The Composer Liaison Manager is a new role for Music Patron within Sound and Music. This is an exciting and evolving opportunity and we're looking for candidates who are keen to join us on this start-up journey as we take Music Patron from concept to reality.

The successful candidate will care about improving the funding situation for composers; want to bring out the best in composers and help them realise their full potential; be thrilled about working with a diverse range of composers from a wide range of genres; have strong digital skills and an interest in new digital developments.

The main focus of this role will be to work closely with composers to explore, measure and evaluate what great composer-patron interaction looks like. With that in mind, we are looking for candidates who are curious and entrepreneurial; who have great interpersonal skills, excellent project management skills and are data-driven.

The role is 3 days a week and we are happy to consider flexible working patterns. The role can be fulfilled remotely or at Sound and Music's office (Oxford House, in Bethnal Green, London). Ideally the successful candidate would come to London approx. once a month for an in-person meeting with the Music Patron team, but we can be flexible as needed.

You will work directly with and report to Sonia Stevenson, Head of Music Patron. You will also work closely with the rest of the Sound and Music team and a small number of external contractors.

Please submit your application before 5pm on Wednesday 1st December.

Interviews will take place on zoom on Monday 13th and Tuesday 14th December.

## 2. About Music Patron

Music Patron is a start-up with the vision to bring new funding directly to composers\* in order to enable the creation of new music in a sustainable, creative, inclusive and accessible way. [More info.](#)

This will be achieved via an online platform that will showcase a diverse range of composers, aid discovery through the development of highly engaging curated content, and reach, attract and retain a growing audience of music patrons to support their work. The specifics and practicalities of how the platform functions will be tested during our pilot phase, starting spring 2022.

Music Patron is the brainchild of philanthropist and composer Anthony Bolton, who is also funding the development through his family trust, the Boltini Trust. [More info.](#)

Currently, Music Patron is being incubated within [Sound and Music](#), and members of the Music Patron team are employees of Sound and Music. As the project develops, it is possible that Music Patron may become an independent organisation.

Sound and Music is an equal opportunities employer. We are committed to making recruitment and employment at Sound and Music inclusive and accessible. We particularly welcome applications from backgrounds that experience racism, and/or who are disabled or neurodiverse, to whom we will offer an interview if you meet the essential criteria for the role (see section 5).

\*We use the term 'composer' to describe any individual who creates new work using music or sound, whether they perform it themselves or write for others — and whether they work with software, with notes on paper, through improvisation, or in other ways.

## 3. Why this role is important to Music Patron

As a project, Music Patron is about to enter pilot phase which we expect to last 6-12 months. One of the most pressing questions we need to answer during this phase is: what does great interaction between composers and patrons look like? In order to answer this, we are planning to build a prototype in early 2022 which will facilitate the connection between real composers and real patrons. We need you to lead on the composer side of this and be the main point of liaison between composers and Music Patron.

By the time you start, Music Patron will have selected its first cohort of 12 composers. You will be joining Music Patron at this exciting and dynamic stage of development. We want all composers who are part of Music Patron to have a positive and valuable experience – this will be one of your key responsibilities. It's likely you will grow with the project. You will have some existing experience, but equally important to us is your ability to learn quickly, with enthusiasm, and adapt.

Our philosophy is one of learning. We're treading new ground and the only way we can succeed is if we learn as we go. We want to take an iterative approach with Music Patron, applying lean start-up and agile principles. With that in mind, we're looking for someone who is interested in adopting this kind of approach, taking ownership of their success and mistakes, and valuing feedback in order to learn.

We have big ambitions for Music Patron and we need you to help us realise these. Our long-term goal is after five years of initial investment from the Boltini Trust, the platform will become self-sustaining. At that point, our aim is to have around 5,000 patrons giving a total of c.£1m to the composers on the site, and our hope is that the composers will receive an average of £500 per month each from patrons.

## 4. Key areas of work

The following are areas where you will likely focus your attention. The balance between priorities may shift as the project develops. While we have made some suggestions below as to how these areas might be addressed, the whole point is that as a start-up we need to experiment and adapt, so these may not be the only solutions. We value your entrepreneurial approach and creative ideas.

- **Help identify, design and implement things that will maximise composers' success**

Music Patron will provide tools, processes and guidance to maximise composers' success. We need your help to identify, design and implement these things. This will very much be a team effort and you will work closely with the Head of Music Patron and Music Patron's Digital Engagement Manager on this area.

Work in this area could include: testing different kinds of composer/patron interactions with different composers and their patrons e.g. monthly zoom hang-outs vs sending postcards; helping composers create the best possible Music Patron profile with rich, multimedia content.

- **Facilitate learning from/to/between composers**

It's all very well implementing tools and processes, but if we don't have a way of measuring their effectiveness, and learning from this, then Music Patron will never move forward. Learning is everything to our mission. We need you draw out as much learning as possible from the composers about how they and their patrons are finding the prototype. You will also help facilitate learning from Music Patron to composers and ensure composers can learn from each other.

Work in this area could include: arranging and running a composer focus group; designing a workshop on effective storytelling; creating a composer buddy system to facilitate learning between them.

- **Ensure that composers have a smooth and positive experience using the platform**

Our mission is to free up time for composers and create a valuable, streamlined tool that will bring them much-needed additional income. To achieve this, we need you to act as their first point of call, answering questions, arranging payments etc.

Work in this area could include: regular composer check-ins; working closely with the website developer on the payment system.

- **Help plan and run future composer selection**

By the time you start, we will have selected the first cohort of composers to work with us during the prototype phase. However, once this phase is over, we will need to put in place a new composer selection process. You will have a key role in designing and running this. We also hope to create a 'register interest' function.

Work in this area could include: designing a new selection process in line with Sound and Music's Fair Access Principles; being part of the selection panel; working with external partners on composer recruitment.

- **Help coordinate any Music Patron events in future**

We don't yet know if events (live or online) will play a part in Music Patron. It could be, for instance, that Music Patron hosts a half-yearly work-in-progress showcase of the newest cohort of composers. Or it could be that we work with external live-event partners to create partnership events.

Work in this area could include: planning the content of an event and coordinating with composers; liaising with an event partner on the logistics of a co-produced event.

## Common requirements for all posts:

- Be a creative contributor to the development of Sound and Music and its relationship to the sector
- Be an active and positive advocate for Sound and Music on a day to day basis
- Contribute to the organisation's understanding of diversity and inclusion and their implications for the arts, and how they inform all the organisation's decision-making
- Ensure adherence (at all levels) to the organisation's required policies and procedures with particular reference to Employment Rights; Data Protection and Privacy; Equality, Diversity and Inclusion; and Health and Safety and other statutory requirements
- Lead by example by exemplifying the values of the organisation and adopting quality internal processes which adhere to agreed procedures and are compliant with good governance as set by the Board
- Feel ownership of the Sound and Music online platforms and communication channels, and take responsibility for generating and servicing content where it relates to your area of work
- Provide excellent customer service in dealings with the public and Sound and Music's community
- Work in the best interests of artists, arts organisations and audiences throughout the country

## 5. Selection Criteria & application process

Applicants will be shortlisted and selected for interview on the basis of the following essential criteria:

- Experience of working with creative individuals to help them fulfil their potential (this needn't be composers, could be any creative artists)
- An understanding of the contemporary music world (you needn't have worked in contemporary music before, but you need to be able to understand a composer's needs and priorities)
- Excellent project management skills, plus experience of measuring, evaluating and learning from projects
- A high degree of digital fluency (e.g. website CMSs, audio, video, image and text file formats, the major social media channels) and the ability to guide composers through these as needed
- Experience of designing and running workshops and events
- Excellent communication skills (written and verbal)
- Ability to use your own initiative and work independently, as well as work collaboratively as part of a team
- Ability to confidently engage individuals, build and sustain relationships (online and offline)
- Ability to bring, innovative, new ideas and approaches to Music Patron
- A commitment to equal opportunities and diversity
- A commitment to Sound and Music's mission

Your application will be scored against these criteria and the highest scoring applications will be invited to interview. However, we recognise that many people have faced barriers to opportunity and experience due to racism, being disabled and/or neurodiverse or for socio-economic reasons. If this applies to you then there is a voluntary question in the application form for you to disclose this information, and if you meet the essential criteria then you will be invited to interview.

The selection panel will not see your personal details unless you are invited to interview.

### How to apply

Please apply by completing this application form - <https://airtable.com/shroJhmR1HZEK3X1c>

There are no word count limits but please try to be as concise as possible – a maximum of 500 words per question as a guideline.

Please let us know if you would like to submit your application in another format.

The application form includes the following questions:

- What attracts you to joining Music Patron and to this role in particular?
- Tell us what relevant experience you have, paying particular attention to the key areas of work detailed in the job description and providing specific examples.

- Tell us about a project you successfully ran and how you measured, evaluated and learned from it?
- What do you think are the biggest challenges facing composers today and how might they be solved?
- What do you think great composer / patron interaction might look like?
- How have you championed equality, diversity and inclusion in your work or life to date? In the context of this role, why would it be important to you?
- When could you take up this role? Or, what is your current notice period?

## **Timeline, interview process and panellists**

**Please check Sound and Music's website for the most up to date information about timings.**

Wed 1<sup>st</sup> December – Deadline for applications

Mon 6<sup>th</sup> December – Deadline for letting applicants know if shortlisted or not

Mon 13<sup>th</sup> and Tues 14<sup>th</sup> December – Interviews via zoom

Applications will be shortlisted and interviews held by Sonia Stevenson (Head of Music Patron) and Hannah Bujic (Co-Head of Artist Development).

All applications will be treated in the strictest confidence.

If you are invited to interview, you will be asked to prepare a short presentation (without powerpoint or other software) detailing how you would plan to run a workshop focused on helping composers acquire new patrons. What priorities would you be seeking to achieve with this workshop? How would you ensure that it was high quality and successful? How would you measure and evaluate its effectiveness?

If you have questions about the role or the process, please contact Wendy Attewell, Sound and Music's HR consultant, on [wendy.attewell@soundandmusic.org](mailto:wendy.attewell@soundandmusic.org).