

Creative Programme Leader

Job Pack
2024



Sound and Music



Supported by public funding from
**ARTS COUNCIL
ENGLAND**

Sound and Music

Sound and Music is the UK's charity for new music and sound.

Our mission is to be the base camp for anyone who wants to make, experience or support new music and sound to shape the modern world. We nurture and support cultures of new music, we champion artists to develop their creativity and make relevant work, and we actively campaign to remove barriers to ensure everyone can access opportunities to advance their creativity regardless of background.

The Programmes Team delivers our flagship artist development programmes for composers and music creators of all backgrounds and genres, including **In Motion** (an 18-month programme for composers looking to make a step change in their career), **In the Making** (a 12-month programme for young people aged 14-18), the **Essentials Fund** (small fund for purchasing key resources for a project), **commissions**, and **New Music Labs** (online resources). Composers are at the heart of our work, and the Programmes Team works directly with artists, supporting them through 1:1 and group sessions and residencies, to develop artistically and professionally and sustain their careers.

We are guided by our **Fair Access Principles**, a code of best practice which ensures our work is open and inclusive for all, and we are an Equal Opportunities Employer.

We strongly encourage you to apply if you are from an under-represented background in the sector, including but not limited to identifying as gender minority, gender diverse, d/Deaf/disabled, neurodivergent, Global Ethnic Majority, working class parents and/or carers. We actively seek to work with and support artists from under-represented backgrounds on our programmes and as part of our **Equality, Diversity and Inclusion policy** and action plan, we want to ensure our team is reflective of the people we work with and are best placed to support the diverse artists on our programmes.

Our values

Artist-centred	We place the strengths, needs and voices of artists at the heart of all we do
Curious	We actively explore, listen, learn and collaborate, always open-minded
Agile	We innovate, respond creatively to ever-changing contexts and prioritise momentum over perfection
Ambitious	We foster originality, lead on equity and inclusion and drive progressive change across the industry

Sound and Music is supported by **Arts Council England** and **PRS Foundation**, and proud to be a **National Youth Music Organisation**.

[soundandmusic.org](https://www.soundandmusic.org)

[britishmusiccollection.org.uk](https://www.britishmusiccollection.org.uk)

[minuteoflistening.org](https://www.minuteoflistening.org)

Cover image

Sherry Davis

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Creative Programme Leader

Job description

Title of post:	Creative Programme Leader
Contract & hours:	Permanent contract, part-time 0.6 FTE (3 days per week or equivalent)
Location:	London / hybrid (you could work remotely from anywhere in the UK, with a minimum of two days per month at our London office)
Salary:	£28,000–£32,500 pro rata (£16,800–£19,500 actual salary for 0.6 FTE)
Reporting to:	Head of Programmes
Application form:	https://airtable.com/appAa2zkMFiexyT1h/shrME850NoeJG0n9K
Deadline:	23:59 GMT on 4 November 2024
Interviews:	18 – 19 November 2024 (online and in-person)
Created:	October 2024

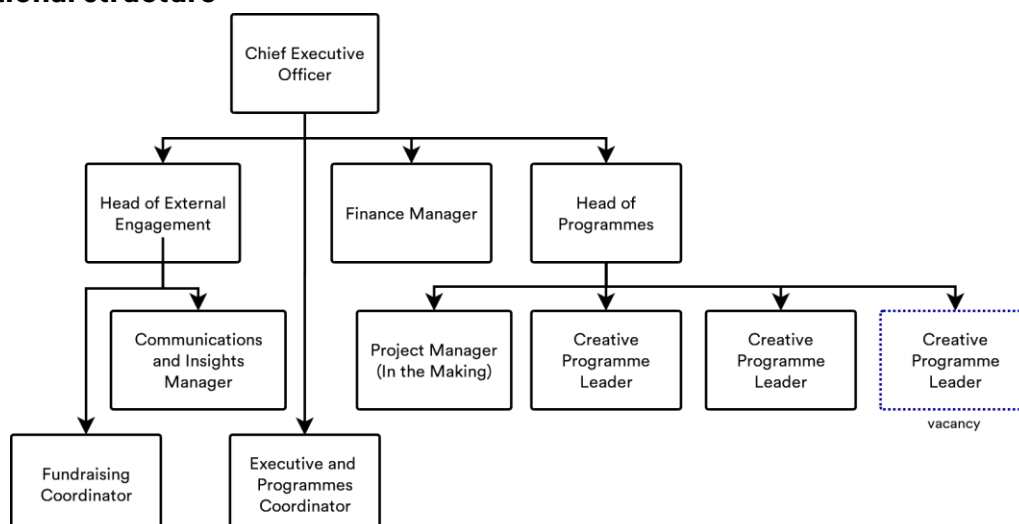
General Information

The Creative Programme Leader is a key role in the Programmes Team. You will lead on the delivery of our artist development programmes, awards and commissions. Your core responsibilities are to work with artists on our programmes primarily through 1:1 sessions, supporting their artistic and professional development, and to ensure the smooth and effective delivery of our programme activities.

You will work closely with the Head of Programmes, two Creative Programme Leaders and the Executive and Programmes Coordinator to deliver all aspects of our programmes. You will support our commitment to equality, diversity, and inclusion, contributing to a culture of respect and collaboration in the organisation’s internal and external activities.

We operate a hybrid working model with a mix of in-person and remote working, and we welcome applications from anywhere in the UK. Our office is in London and we would require you to travel to our London office a minimum of twice a month at your own expense. Any regional or national travel required for events will be covered by Sound and Music.

Organisational structure



What are my responsibilities?

Programme delivery

- Deliver key elements of our In Motion programme, including:
 - Support artists through 1:1 sessions (see next subheading for details)
 - Contribute to planning and facilitate group workshops and skill-sharing sessions
 - Prepare programme materials such as agendas, welcome packs, contracts
 - Work with the External Engagement team to ensure a smooth flow of information for promotion or reporting purposes
 - Ensure invoices are processed according to our financial policies and budgets are accurate and kept up to date
 - Collect monitoring and evaluation data in line with our processes and targets
- Support with artist recruitment, including scoring and shortlisting applications
- Work with the Head of Programmes to deliver other programme activity, such as commissions, grants, In the Making, Fair Access Principles, New Music Labs

Artist liaison

- Act as the main point of contact for all artists' interactions with Sound and Music
- Guide artists through our programmes, balancing an artist-centred approach with organisational priorities
- One-on-one support, including but not limited to:
 - Lead artists through a process of change and/or growth, helping them identify, adapt and achieve their developmental goals
 - Help identify collaborators, mentors, funding or partnership opportunities
 - Support artists to develop professional and interpersonal skills
 - Support artists to plan realistic budgets and project timelines
 - Lead artists through a reflection process at the end of the programme

Cross-organisation support

- Participate in organisation working groups (e.g., policy updates)
- Work with the Communications and Insights Manager to ensure information on our website about our programmes and artists is accurate and up to date
- Attend staff meetings, training, performances, and/or other events which may take place outside normal working hours, online or in-person (occasional)

Common responsibilities for all Sound and Music employees

- Contribute to the development of the organisation and its relationship to the sector
- Advocate for Sound and Music on a day-to-day basis and at events
- Work in the best interests of artists, arts organisations and audiences nationally
- Contribute to the organisation's understanding of equality, diversity and inclusion; its implications for the arts; and how it informs all our decision-making

- Working practices:
 - Take a flexible approach to work and be willing to undertake other duties as reasonably requested
 - Adhere to our policies and procedures such as Employment Rights, Equal Opportunities, **Equality, Diversity and Inclusion**, **Data Protection and Privacy**, **Environment**, **Child Protection**, Health and Safety and other statutory requirements
 - Embody the values of the organisation

Special conditions for the role

- Travel within the UK, as required by the role
- Occasional evening and weekend working to attend and network at events will be required (we operate a Time Off in Lieu policy)
- Satisfactory completion of an enhanced Disclosure and Barring Service check (if offered the role, and paid for by Sound and Music)
- You must currently hold the right to work in the United Kingdom

Who should apply?

We are keen to build a diverse team, and there is no single route you will need to have taken to apply for this role. You may never have worked in the cultural sector before, though you will have a commitment to supporting artists, an open and inclusive outlook, and demonstrate that you are a strong self-starter. You may have built these skills through a range of professional roles and also through personal experiences like artistic work, caring, volunteering or leisure activities.

We are committed to taking positive action in all our recruitment processes and encourage you to apply if you feel you meet the person specification but may not have all the skills or experiences outlined below.

Essential criteria

- A strong alignment with our vision, mission and values
- Artist development
 - Experience in delivering artist development programmes or equivalent transferable experience
 - Knowledge of the needs and challenges of composers in the UK today
 - Understanding of the new music sector, including funding opportunities, artistic collaborations and partnership opportunities
- Collaboration
 - Ability to work as part of a team as well as able to self-manage and work on your own
 - Ability to identify and nurture productive partnerships
 - Experience of working with project budgets, delivering activity to budget and deadlines

- Communication
 - Strong interpersonal skills, including emotional intelligence, empathy, listening skills
 - Ability to work with diverse artists, communicating with curiosity and without judgement
 - Attentive to detail while handling a varied and demanding workload
- Committed to driving an inclusive and anti-racist culture in the organisation, and actively implementing ways to increase diversity in our workforce, programme and artists

Why work for us

You will be an integral part of the Programmes Team, championing composers and their work and helping us shape the current and next generation of composers.

- You will be offered a salary of £16,800–£19,500 (£28,000–£32,500 p.a. pro rata) based on a 0.6 FTE contract (3 days / week or equivalent)
- You will have 13.2 days annual leave per annum (pro rata based on 22 days for full-time employees) and an additional three days office closure between Christmas and New Year's eve each year
- You will receive three sessions with an accredited coach during your probation period, to support you with settling into the role
- You will engage in learning and professional development opportunities to support your career journey
- You will be eligible for discounts at Oxford House Cafe
- We welcome everyone in our team, and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We embrace a hybrid working approach between home and office working, and we are open to discussing flexible working and your needs
- We celebrate diversity in the artists we support, and in our workplace, and we work hard to be more inclusive and increasing access both on our programmes and in the sector

How to apply

If you are interested in applying for this role, submit our online application on Airtable: <https://airtable.com/appAa2zkMFiexyT1h/shrME850NoeJG0n9K>

The deadline to receive applications is: 23:59 GMT on Monday 4 November 2024

If you need the application form or this document in another format, please email Grace Bailey: Grace.Bailey@SoundAndMusic.org

We are hosting a drop-in session called Infrequently Asked Questions on Friday 18 October at 12.00, open to anyone who is interested in the role. Our Head of Programmes, Laonikos Psimikakis Chalkokondylis, will outline the recruitment process and will be available to answer any questions about the process or the role. If you are interested, [sign up here](#).

If you can't join the above session or would like to have an informal chat about the role, please email Laonikos Psimikakis Chalkokondylis, Head of Programmes (Laonikos.PC@SoundAndMusic.org) to arrange a short phone or Teams conversation.

For any other questions about the recruitment process, please contact Jo Bates and Nicola Wadkins at Reality HR (Recruitment@RealityHR.co.uk).

What happens next	Date and time
Infrequently Asked Questions session (online)	Friday 18 October 2024, 12:00–13:00
Application deadline	23:59 GMT on Monday 4 November 2024
Interviews (online and in-person)	Monday 18–Tuesday 19 November 2024

Back cover
image

BULLYACHE
present TOM
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Reeves, 2023

Sound and Music

A photograph of three performers on a stage. The performer on the left is wearing a bright pink, multi-layered outfit with a sequined waist and a blue baseball cap. The performer in the center is wearing a red and black outfit with a large red feathered skirt. The performer on the right is wearing a black suit with a white shirt and a white mask with blue and red accents. They are all in dynamic, dance-like poses. The background is dark with some stage equipment visible.

Sound and Music
Oxford House
Derbyshire St
London E2 6HG

If you have any questions, please contact us at: info@SoundAndMusic.org

soundandmusic.org