

# Sound and Music

## Freelance Summer School Project Manager

### Outline of role

#### 1. About this role:

Sound and Music is the national charity for new music. We are unique in having a UK-wide remit for the development of new music which we do through artist development, audience engagement and a thriving, diverse and growing education programme, delivering high quality projects of national and strategic importance.

The Sound and Music Summer School is a week-long residential that gives up to 75 young people aged 14-18 the opportunity to explore and develop their musical creativity.

Students will be split across six tutor groups: Jazz, film music, vocal music, instrumental music, cross-cultural composition and electronic music. Students focus on their allotted tutor group to compose a piece which is performed and recorded by the professional musicians and composers supporting the group.

In addition, students attend tasters in the other tutor groups and attend workshops, talks and performances in the evenings. The tutor team of approximately 40 composers and musicians is supported by a pastoral team and an admin team.

The week is unique, inspirational, and provides music education of the very highest quality. The atmosphere is intensive but supportive and many students tell us it is the highlight of their year. The success of the week is due to the quality of the team delivering the week and the excellent support they are provided with. Ensuring the week is well-supported means that all tutors and students can be at their best; this role is key to achieving this aim.

- **Duration of role:** To start in mid-May, through to late August 2021
- **Outline of time involvement:**
  - W/B 16<sup>th</sup> May 2 days/week, rising to 4 days/week WB 18th July
  - 31<sup>st</sup> July - 6<sup>th</sup> August (residential)
  - 8<sup>th</sup> - 31<sup>st</sup> August: 2 days (project wrap up)
- **Line management/supervision:** Reporting to the Head of Education
- **Fee:** £6000

Currently our assumption is that the Summer School will take place in person at the Purcell School (with measures as necessary to manage risks and requirements relating to coronavirus). However, if there are significant changes due to number of Covid cases or other factors, this decision may be revisited and in that case the production tasks will adapt accordingly. (In 2020 the Summer School was delivered digitally, and in 2021 it was delivered in person but with particular measures in place, so we can draw on those experiences if necessary.) Therefore, we are looking for somebody who can respond flexibly to changing circumstances, who is comfortable with a range of technology and able to communicate effectively through a range of channels, both in person and digitally.

## **2. Outline of responsibilities:**

Overseeing the production of the Summer School including:

- Producing a master schedule for the week and ensuring it is shared internally within Sound and Music and to tutors
- Coordinating with the Purcell School on numbers, accommodation, aspects of access, dietary requirements, IT log ins etc.
- Coordinating with Summer School tutors/Purcell School on tech requirements paying particular attention to the electronic music group
- Coordinating with Summer School tutors/Purcell School to ensure all student pieces are recorded, edited and delivered to Sound and Music.
- Producing the evening events (with input from the Head of Education on content) and end of week concerts including live streaming them
- Leading on the Summer School risk assessment and its implementation including ensuring Sound and Music is working within the latest Covid-19 regulations and incorporating any necessary Covid-19 mitigations for all people on site (tutors, students, visitors)
- Liaising with tutors to coordinate DBS checks, ensure anyone not attending the staff briefing session has watched and understood the child protection video and issue contracts
- In the event that the Summer School becomes an online event, working with all tutors to pivot to the new format and adapting the responsibilities of the role as necessary

## **3. Experience, Skills and attributes:**

Sound and Music is looking for a person with the following experience, attributes, skills and attributes:

### **Experience**

- Proven skills and experience of producing activities and events in a music education context
- Experience of producing events that involve livestreaming and/or other forms of music technology
- Knowledge of legal/statutory requirements relating to health and safety and child protection
- Experience delivering projects that find solutions for young people who experience barriers to participation

**Skills:**

- Excellent attention to detail
- Ability to take high levels of delegated authority and operate within agreed parameters
- Skilled communicator with a range of people including young people, their parents, and professional composers, musicians or artists
- Ability to work independently whilst communicating effectively within a larger team

**Attributes:**

- Ability to be organised and methodical in your work
- Ability to deal with conflicting priorities
- Commitment to equality, diversity and inclusion including but not limited to: working with and supporting people, including young people, from diverse backgrounds and with a range of support needs
- A commitment to working within Sound and Music's policies including health and safety and child protection policies

The role is subject to an Enhanced Disclosure and Barring Service (DBS) check which will be paid for by Sound and Music.

**4. How to apply:**

Please complete the application form here: <https://airtable.com/shrAivITqBHHvaq90>

We will not use any additional information such as CVs during the recruitment process.

For an informal chat about the role, please email [Beatrice.Hubble@soundandmusic.org](mailto:Beatrice.Hubble@soundandmusic.org)

**Deadline: 23:59 - 16th March 2022**

**Interviews: Monday 21st and Tuesday 22nd of March 2022.**

You can find out more about Sound and Music and our team here:  
[www.soundandmusic.org](http://www.soundandmusic.org)

Sound and Music is an Equal Opportunities employer.