



**LIVE
MUSIC
NOW SCOTLAND**

**INSPIRING MUSICIANS
TRANSFORMING LIVES**

Live Music Now Scotland
14 Lennox Street
Edinburgh EH4 1QA
0131 332 6356
scotland@livemusicnow.org
www.livemusicnow.org.uk

Live Music Now Scotland

Title of post: Project Manager/Admin Support (part time)
Description: Flexible music manager/administrator required for leading education & outreach/professional development charity
Accountable to: Director & General Manager (project dependent)
Hours: 14 hours per week to be worked flexibly
Location: Working from home with ability to attend regular meetings/events in Edinburgh, Glasgow and wider central belt
Fee: circa £11,000 annually (based on self-employed)
Employment: the post is available on an employed or self-employed basis as suits the successful candidate
Closing date: 12 noon, Wednesday 27 March 2019
Interviews: Morning of Wednesday 3 April 2019

Live Music Now Scotland

Live Music Now is the foremost outreach scheme for young professional musicians working with a wide range of audiences throughout the UK.

It has two aims:

- To promote the transforming experience of live music amongst people who would not normally have access to it, especially those whose lives are restricted by disability, poverty, isolation or illness;
- To support outstanding emerging artists in the early stages of their careers by giving them a variety of paid performing opportunities and training

Live Music Now Scotland puts on 650 – 700 events each year throughout the country and internationally, delivered by a pool of around 120 emerging artists working in small ensembles across a range of genres e.g. classical, traditional, jazz.

Primary Purpose

This freelance position carries responsibility for organising and administering discrete Live Music Now Scotland projects in, for instance, care homes and special schools, as well as one-off performances in anywhere from an art gallery to a day centre for people with dementia.

Additional administrative tasks will be required as part and in support of the management team, including with scheduling; liaison with schools, care homes and day centres; management of musicians; data management; evaluation and reporting; publicity/marketing; budget management; training sessions; fundraising events.

LMN Founder
Yehudi Menuhin

Patron
HRH The Duke of Rothesay

Honorary Presidents
Ian Stoutzker CBE
Elizabeth Fairbairn MBE

Director
Carol Main MBE

Live Music Now Scotland
Registered in Scotland No. SC442910
Registered Charity in Scotland No. SC043868
Registered Office: 14 Lennox St, Edinburgh EH4 1QA



Person Specification

	Essential	Desirable
General Administration		
Proven administrative skills	x	
Advanced IT skills	x	
Good organisational and time-management skills, together with a good telephone manner and first-rate verbal and written skills	x	
Finance		
Experience of controlling budgets		x
Musical knowledge		
An interest in the professional development of young musicians	x	
An understanding of and commitment to the role of outreach music and its impact both on participants and music leaders/deliverers	x	
An understanding of and sympathy with all styles of music	x	
General		
An understanding of Scotland's national and local authority public funding system with particular relation to the arts, education and social welfare		x
Proven ability to build and sustain relationships with external agencies, including Scottish local authorities, festivals and promoters		x

Excellent interpersonal, presentation and writing skills, along with the ability to communicate effectively with people from a wide range of backgrounds	x	
A highly developed interest in social welfare and a strong commitment to the development of access to the arts for disadvantaged and disabled people	x	
Self-motivation and the ability to set priorities, meet targets and work alone, while operating as part of the wider LMN team	x	
Willingness to travel throughout Scotland		x
Evidence of self-employed status		x
Basic Disclosure certificate (LMN will organise a check, if no other exists) prior to confirmation of any offer)		x

Application

To apply for this position, applicants should send a covering letter explaining why they would like the post and excel in it, along with their CV giving evidence of relevant experience.

Applications should be submitted by e-mail to jo.king@livemusicnow.org.uk by **12 noon on Wednesday 27th March 2019**.

Interviews will be held in Edinburgh on the morning of **Wednesday 3rd April**.