

Post	Musicians' Coordinator
Salary Scale	£26,000 pa FTE (£15,600 pro rata)
Job type	Part Time (3dpw / 0.6 FTE) Fixed Term until 31 July 2024 (with option to extend, dependent on funding)
Start Date	September 2023
Shortlist notification	11 th August 2023
Interviews	Week of the 21 st August
Location	This is an office-based position, in our office London office in Somerset House
To Apply	<p>Please upload your CV and a covering letter outlining how you meet the criteria to this link https://www.surveymonkey.co.uk/r/MusCoord by 9am on 7 August 2023.</p> <p>Please include the names and contact details of two referees who are in a position to comment on you professionally, with a brief indication of how long and in what capacity they have known you (referees will not be contacted before interview).</p>
Notification	We regret we are unable to provide feedback unless you are shortlisted. We will notify you to let you know if you have been shortlisted or not.
	<p>Live Music Now is committed to being an Equal Opportunities employer and as such we actively encourage applications from people who are under-represented in the cultural sector and our organisation, including those facing disabling barriers or who have experienced racism.</p> <p>All Disabled candidates who meet the essential criteria will be interviewed. Short-listed candidates will have the opportunity to discuss their access requirements for the interview.</p> <p>If you require help completing your online application, or if you would like to submit your responses in a different format, please email emily.roberts@livemusicnow.org.uk or call 020 7759 1803.</p> <p>Supported using public funding by the National Lottery through Arts Council England</p>



Live Music Now is a charity that has been working and campaigning since 1977 to create inclusive, measurable social impact through music. By harnessing the connective power of music and evaluating its impact, we advance musical practice and change how we understand and support underrepresented and vulnerable people in our society. Our work enhances quality of life, health and well-being and promotes equity of opportunity by recognising the creative potential of every individual.

At the core of our theory of change is the commitment to deliver social impact through music. We create that social impact through musicians, whom we consider to be our most valuable partners and our greatest asset and seek to serve the ever-increasing need from communities facing social exclusion and disadvantage.

We achieve this through three commitments:

1. Supporting the musical lives of people experiencing disadvantage and social exclusion
2. Developing and supporting the workforce of professional musicians to ensure quality of practice, addressing underrepresentation by creating inclusive pathways to viable careers, and delivering the best outcomes for the communities we serve.
3. Advocating and evidencing the transformative benefits of live music on learning, development, health, and wellbeing

We employ and train over 300 professional musicians to work with older people (many living with dementia), children and young people (CYP) facing disabling barriers, early years and families, carers and key workers supporting others.

Our work reaches over 85,000 people, in person and online, performing, collaborating on, and creating music through 1:1 and group sessions, residencies in care settings, special schools & hospitals, and concerts. Our work helps participants communicate & make social connections, develops skills, and increases confidence and resilience.

Our programmes are underpinned by research and cross-sector partnerships, across England, Wales, Northern Ireland and internationally. For more information visit [our website](#)

Live Music Now operates throughout the UK, with English branches covering South East, South West, and across the North, and national branches covering Northern Ireland and Wales with a sister organisation in Scotland. This post is based in Live Music Now 's London office at Somerset House, and will work closely with the Executive Director, and key members of the UK-wide team.

A team of Strategic Directors leads the development of LMN's work in the areas of Adult Social Care, Healthcare, Children and Young People and Musicians' Development, delivered through the branch network across the UK. Each branch is run by a Director who reports to the Executive Director. The Exec Director reports to the Chief Executive, who in turn reports to the Chairman and Board of Trustees.

Musicians' Coordinator

Main Duties and Responsibilities

Musicians' Recruitment Coordination

- Responding to email and telephone queries from prospective new musicians
- Monitoring number and quality of applications; following up incomplete applications; extracting EDI information;
- Recording and analysis of EDI information on all applicants (anonymised)
- Booking venues for recruitment workshops, liaising with venues re facilities and any access requirements; organising refreshments;
- Managing shortlisting process; creating documents and spreadsheets with applicant information; arranging meetings with key stakeholders;
- Collating and disseminating detailed workshop information to participants;
- Event management for workshop series (some travel required)
- Liaising with musicians post-workshop;
- Collecting, collating and analysing participant feedback

Musicians' Induction and Basic Training

- Ensuring all Induction supporting documentation is accurate and up to date
- Support as required for branches on DBS checks and musicians' safeguarding training in line with LMN Safeguarding policy;
- Inputting new musicians' personal information onto database
- Booking venues, contracting trainers; liaising with trainers re equipment/resources needed, booking travel etc, for Induction and Basic Training events
- Managing bookings for all training and creating detailed schedules for all attendees.
- Event management at training sessions
- Collecting, collating and analysing participant feedback

Administration

- Keeping accurate, thorough and up to date records for all potential recruits and successful candidates throughout recruitment process
- Entering recruitment and training events onto database (Blackbaud's Raiser's Edge)
- Keeping contact details for all musicians, recruitment partners and venues up to date on the database;
- Maintaining project timeline across the team

Finance

- Process invoices and expense claims
- Monitor and update project budgets spend

Marketing and Communications

- Collating project information, images and quotes for regular updates on LMN's website and social media channels;
- Updating website and comms channels with correct information for potential new musicians;
- Creating flyers and marketing materials using Canva and Flickr (training provided)
- Research new outlets for recruitment assets and upkeep of recruitment mailing list;
- Dissemination of assets to mailing list;
- Liaising with Comms Consultant on new musicians' listings on LMN website

Additional Tasks

- Undertake any other duties as requested by the Executive Director, relevant to this post.

Terms & Conditions

The post is a Part Time (0.6/3 days per week) contracted on a fixed-term basis until 31 July 2024, with option to extend, dependent on funding) .

The salary will be £26,000 pa FTE (£15,600 pa pro rata for 3 days per week) and will be paid monthly.

a) The appointment is subject to:

i) four weeks' notice of termination on either side

ii) A probationary period of three months

b) Occasional evening or weekend work may be required. There is no overtime pay but time off in lieu may be arranged.

c) The postholder will be expected to work from the London office at Somerset House with flexibility to work from home occasionally in agreement with the line manager. IT equipment will be provided. The postholder must be prepared to travel around the South East and East Anglia on occasion.

d) Live Music Now provides a pension scheme for all eligible staff once probation period has been completed successfully, paid through the payroll. The organisation contributes 3% of your salary to the scheme after probation has been completed.

Equal Opportunities

Live Music Now is committed to being an Equal Opportunities employer and as such we actively encourage applications from people who are under-represented in the cultural sector and our organisation including those facing disabling barriers or who have experienced racism.

All Disabled candidates who meet the essential criteria will be interviewed. Short-listed candidates will have the opportunity to discuss their access requirements for the interview.

Live Music Now is a flexible and accommodating employer; flexible working may be possible in discussion with line managers.

If you require help completing your online application, or if you would like to submit your responses in a different format, please email emily.roberts@livemusicnow.org.uk or call 020 7759 1803.

Notes

All jobs are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.

Live Music Now Musicians' Coordinator: Person Specification

	Essential	Desirable	Assessed
Experience			
Minimum of one year's experience in an office admin role within an arts, cultural or voluntary organisation, or equivalent through volunteering and/or work experience.	X		Application & interview
Skills/competence			
Project Coordination skills, including planning, implementation, and monitoring of multiple projects simultaneously.	X		Application & interview
Proven organisational skills and the ability to juggle a varied and fast-paced workload.	X		Application, test & interview
Highly literate across a range of ICT packages (MS Office, Blackbaud Raiser's Edge database) and remote working tools, including Dropbox and Zoom	X		Application & interview
Excellent organisational and time-management skills, together with a good telephone manner	X		Application & interview
Good problem-solving skills	X		Application, test & interview
Excellent communication skills, written and verbal, with a ready willingness to engage with a diverse range of partners	X		Application & interview
Attention to detail, with consistency and accuracy	X		Application & test
Working knowledge of marketing tools, including use of social media to engage audiences and stakeholders		X	Application & interview
Confidence in updating budgets	X		Application, test & interview
Knowledge and approach			
An interest in the development of professional musicians		X	Application & interview
A passion for, and commitment to, the potential of music as a tool for social change, and its impact both on participants and musicians	X		Application & interview
Commitment to diversity, inclusion, and equal opportunities	X		Application & interview
Understanding of, and commitment to, safeguarding	X		Application & interview
General			
Energetic, creative, entrepreneurial, and committed	X		Application & interview

Highly motivated with initiative; able to set priorities, meet targets and work alone, while operating as part of a wider team under direction	X		Application & interview
Clean driving licence and own car		X	Application

Your data and privacy

All applicants' data will be held on our system during the interview process for internal use only. After this time, only the personal data and references of the successful applicant will be kept: all data from unsuccessful applicants' will be destroyed or deleted from our records. Live Music Now commits to never sell or give away any individuals' data to external companies. Please see our Data and Privacy Policy for more details.

To be kept up to date with Live Music Now's work and news, please sign up for our newsletter on our website at www.livemusicnow.org.uk

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