



Project Coordinator – Talent & Artist Development

**Application Pack**

**August 2018**

## **ABOUT AUDIOACTIVE**

To us music is an end in itself as well as a tool for social change, education and personal development.

We are restless, unafraid and excited about what we do...

### **Mission**

AudioActive is a groundbreaking music organisation working with young people at the meeting point of technology and contemporary urban culture.

We exist to develop and provide access to a range of inspirational experiences and opportunities that support young people to reach their full potential, whether that be as tomorrow's innovative professional artists or as skilled, empowered & engaged individuals

We achieve this through 3 distinct but inter-related strategies:

#### **i) Music & Talent Development**

Through a broad range of open-access projects from entry through to advanced levels, we strive for excellence in non-formal music education and performance and the talent development of diverse or underrepresented artists and genres

#### **ii) Music for Social Change**

Unlocking the power of music and the creative process to create innovative interventions and responses to difficult societal problems through collaborations and partnerships with specialist services for young people. All of our targeted social change projects also aim to make it accessible for marginalised young people to continue their artistic development through our open access projects

#### **iii) Innovation in Education:**

Our work in education not only aims to support the progressive development of the music education sector but to develop more creative approaches to teaching and learning across curriculum, providing young people who have struggled in mainstream education, the opportunity to excel & achieve

More info at:

Web: [audioactive.org.uk](http://audioactive.org.uk)

Facebook: [facebook.com/likeaudioactive](https://facebook.com/likeaudioactive)

Twitter: [Audio\\_Active](https://twitter.com/Audio_Active)

Instagram: [AudioActive\\_](https://www.instagram.com/AudioActive_)

## **OUR CORE VALUES:**

### Authenticity

We work with young people as artists first and foremost. Regardless of their starting point, we support them to become part of a wider scene, working in the places and with the people that they want to be involved with. We avoid bringing our own agendas

### Restlessness

Music, technology and the exciting possibilities that they can offer are constantly evolving. Because of this, we can never stand still for too long. We keep our finger on the pulse and are always looking for new ways to develop and keep our work current, fresh and relevant to both young people and new or evolving practices

### Inclusion & Diversity

We want underrepresented young people and artists to be able to reach their full potential

### Innovation

Finding new ways of doing things excites us. Musically this means that we support young people and emerging artists to create work that breaks new ground and wows audiences. On a social level it means that we spearhead creative new approaches to difficult societal problems that can change the lives of those that more conventional services have often struggled to help

### Courage

It's rare to achieve innovation without overcoming some level of adversity. We are intentionally ambitious in the challenges we set ourselves. We know that we need to take risks to get the best results for young people and our scene and often this means setting the bar high

### Engagement and Progression

We believe in working with young people over long periods of time across multiple settings. We work hard to create joined-up pathways and bespoke support to make sure that we offer great opportunities for young people at every stage in their journey

### Collaboration

Partnership, including with young people, is in our DNA. In everything we do, we set out to build great alliances to help young people and those that work with them to achieve great things.

### Quality

We believe that society is often too down on the youth and sadly – especially those in challenging circumstances – rarely get the opportunity to shine. We provide access to state of the art resources, high profile opportunities and professionals at the top of their game so that young people can really show us what they are capable of when given the right support

### It's all Relative!

We fully acknowledge that many of the young people we work with live in extremely

challenging circumstances and many do not want to become professional musicians. We always perceive progress and achievement in relativity to their starting points and aspirations

## **CONTEXT AND CURRENT POSITION:**

Having achieved national and international recognition for our work in recent years, we are on the cusp of an exciting development, launching a new 5-year strategy to bring about a step-change in both the organisation and our sector. During this time we aim to achieve a number of key outcomes including:

- Developing a centre of excellence in Worthing for our work
- Creating a talent pipeline and artist development opportunities for promising emerging artists (18-25) including those coming through our 'grass-roots' and open access projects for teenagers

In order to achieve our ambitious Centre of Excellence Plan 2018-22 we are seeking a talented and committed individual to join our small core team.

## **JOB DESCRIPTION:**

### **The Role**

The *Project Coordinator, Talent & Artist Development* is a new role in the organisation created to meet the needs of our small but rapidly developing organisation. This exciting role will establish 2 strands of weekly drop in workshops in Worthing and surrounding areas. Sessions will aim to develop a young and engaged community of practice around urban and electronic music and ultimately look to support participants into further opportunities both within and beyond our wider programme.

The role will also establish an Emerging Artist Development Programme pilot to work with 2 Emerging Artists (18-25) at a tipping point in their early career. We will favour those with high talent & potential but who are less likely to develop through existing/formal pathways due to challenging circumstances or low prospects/attainment. The finished package will be co-designed with industry partners and the emerging artists themselves but we envisage that activities will include:

- Mentoring, both artistic & industry
- Access to high quality rehearsal and recording space
- Support to create a demo or EP
- Brokerage and advocacy of new opportunities e.g. collaborations, high profile performances, label/industry introductions
- Legal advice & support

This is a multi-faceted post that requires a confident, pro-active and broadly skilled individual who, under the guidance of the Programme Director and The CEO is able to implement the subsequent development work necessary to achieve our vision of better futures through music.

Whilst the majority of activity will be working from our central Brighton office, you will be required to travel around our area of operation (Brighton & Hove, East & West Sussex, Surrey, London and beyond in order to attend relevant meetings and events and to develop key relationships and partnerships relevant to the role. You will also be required to work occasional evenings and weekends. We have a very low turnover of staff, we want our relationships with staff to be long term and developmental. As such we pride ourselves on creating as open and flexible working environment as we can. We are always open to discussing specific needs around flexible working and other needs of our team.

### **Roles and Responsibilities:**

#### **Project co-ordination (Worthing)**

Promotion and Coordination of a range of events and activities including:

- Emerging artist development programme (pilot) – for up to 2 talented 18-25yr old acts
- Weekly, open-access drop-ins for teenagers
- A series of 5 (monthly) professional gigs – kicking off with *Rag'n' Bone Man x AudioActive Presents...* event in early 2019

#### **Arts Administration**

Administrative support to The Operations Manager with a range of tasks across our wider programme including:

- Development of and maintenance of project management systems
- Programming and scheduling eg: ensure the planning and programming of required project outputs
- Processing referrals
- Maintaining monitoring and evaluation frameworks and procedures responsive to funders requirements
- Event Co-ordination
- To provide written project overviews
- To assist with funding applications and reporting
- Creation of marketing/web-content
- Ensuring that sufficient equipment and resources are available for projects sourcing additional resources where needed.

#### **Organisational Responsibilities**

To be responsible to The Strategic Development and Programme Director

To take responsibility for ensuring that the work of Audioactive is in line with the organisation's objectives, as laid down in the governing document.

## PERSON SPECIFICATION

### Key:

- E – Essential**
- D – Desirable**
- A – Application**
- I – Interview**
- R – Reference**
- C - Certificate**

					Demonstrated through
<b>C</b>	<b>R</b>	<b>I</b>	<b>A</b>	<b>E/D</b>	<b>Knowledge and Experience</b>
		√	√	<b>E</b>	An awareness of the necessary environments to enable creativity and the necessary conditions for innovation
		√	√	<b>E</b>	Understanding of the issues affecting young people, in particular those living in challenging circumstances
			√	<b>E</b>	A good understanding of the music industry and experience in the talent/artist development of emerging musical artists
		√		<b>E</b>	A proven track record of working collaboratively to deliver high quality results to deadlines
		√	√	<b>E</b>	Experience of collecting and analysing data
			√	<b>D</b>	Experience of creating printed and online marketing/communications materials
	√		√	<b>E</b>	At least 2 years experience in administration & coordination based roles
		√		<b>D</b>	Knowledge and experience of the live music scene and infrastructure in Worthing
			√	<b>D</b>	Existing relationships with or an awareness of key potential stakeholders and partners in Worthing and the surrounding areas
		√		<b>E</b>	A commitment to equality and inclusivity

**PERSON SPECIFICATION CONT.**

<b>C</b>	<b>R</b>	<b>I</b>	<b>A</b>	<b>E/D</b>	<b>Skills and Abilities</b>
			√	<b>E</b>	Excellent time management and organisation skills with the ability to manage multiple tasks simultaneously and to be able to work under the pressure of competing demands
		√		<b>E</b>	The ability to work under own initiative and to take and be responsible for executive decisions
		√	√	<b>E</b>	Exceptional interpersonal skills, and able to establish and maintain partnerships with a range of stakeholders
		√	√	<b>E</b>	Excellent written and verbal communication skills, with a fluent writing style and the ability to communicate effectively to a wide range of audiences through a variety of media.
		√	√	<b>E</b>	A keen eye for detail and to ensure high standards whilst working under pressure
			√	<b>E</b>	The ability to collect, process and analyse information and produce simple reports
			√	<b>E</b>	Demonstrable ability to work collaboratively as part of a team,
		√		<b>E</b>	Good IT skills including MS Office applications and particularly MS Excel
		√		<b>E</b>	Ability to work with high levels of confidentiality and sensitivity

## **WORKING AT AUDIOACTIVE:**

### **Post Development**

We have a culture of developing roles around the strengths and expertise of our colleagues and we envisage that this post will have scope to develop as the organisation grows.

### **Salary, Working Hours and Employment Term:**

19 hours per week at £21,500 p.a. Pro-Rata (£10,893 p.a.). The initial contract is for 1 year with the intention for the post to become a permanent position as additional funding is secured. A probationary period of 3 months will apply. We will consider a slightly reduced number of weekly hours for the right candidate

### **Annual Holidays**

The holiday entitlement is 20 days per annum plus bank holidays (Pro-Rata).

### **Pension Scheme**

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the Staff Pension Scheme. Contributions will be payable by the member of staff concerned at 3% of basic salary, with an additional 2% provided by AudioActive. Contributions are scheduled to rise to 8% of total salary (5% from employee and 3% from AudioActive) in April 2019. Staff will be supplied with further details upon commencement. The pension scheme may be subject to change, and staff members may opt to not take part in the scheme.

### **References and Disclosure & Barring Service check**

Offer of employment will be made subject to satisfactory references and an enhanced DBS disclosure, which will be sought for the successful applicant.

## HOW TO APPLY

### Forward to:

Please email a **COMPLETED APPLICATION FORM** and a covering letter to:  
[adam@audioactive.org.uk](mailto:adam@audioactive.org.uk)

An application form can be downloaded at [www.audioactive.org.uk/work-with-us](http://www.audioactive.org.uk/work-with-us)

### **Within your covering letter, please address the following:**

*This role is a key appointment for AudioActive as we are a small, but rapidly developing arts charity. Please outline why you are interested in this role at this point in your career and what challenges and opportunities you would expect to face as you translate your experience to AudioActive.*

Should you wish to have an informal conversation about the role, please contact Adam as above to arrange a phone call

Applications should arrive no later than **midnight on Sunday 9<sup>th</sup> September 2018**. All applications received will be formally acknowledged by email. If we have not contacted you by 5.30pm on Friday 14<sup>th</sup> September you can assume that your application has been unsuccessful. Due to capacity and the number of applications we receive we regret that we are not able to offer individual feedback on applications at this stage of the process.

Interviews will be held from **w/c 17 September 2018**. Start date: ASAP after interview subject to successful candidate's notice period and receipt of satisfactory references.