

Participation & Learning Producer - Job Description

Summary

The London Sinfonietta is one of the world's leading contemporary music ensembles, having established a world-wide reputation over 50 years. Our mission is to engage wider audiences in new music, support the growth of individuals and communities, and develop talent.

The Participation & Learning Producer will work as part of our small, busy team to develop and deliver the London Sinfonietta's broad and growing programme of engagement work including;

- **Sound Out**, our schools programme, engaging young people and teachers in composition and creative music-making
- **Community Building and Public Participation**, developing new and existing relationships both in London and across the UK, building new ways of engaging members of the public in music and the arts, and putting local communities at the heart of our work
- **Projects for young instrumentalists including Junior Academy**, supporting young people from diverse backgrounds to develop their skills as creative musicians
- **Talent Development programmes for early-career or advanced musicians**, including instrumentalists, composers and conductors

About the London Sinfonietta

"The world's top new-music ensemble" The Times, January 2018

The London Sinfonietta is one of the world's leading contemporary music ensembles. Made up of a core of eighteen Principal Players, the ensemble is Resident at Southbank Centre and Artistic Associate at Kings Place, with a busy touring schedule across the UK and abroad and a growing digital presence.

Across our history, we have worked with many of the greatest living creators of new music and the organisation receives regular national press attention for its ambitious programme of new pieces and projects. During the past year we have been developing our programme, building our digital work, and continuing to commission and create new music which responds to the world around us. Over the coming year we will be further developing our future strategy and artistic programme, championing the work of under-represented composers, artists and performers and building on our participation and talent development strands to fully integrate them throughout our programme.

London Sinfonietta staff are a small, friendly and enthusiastic team based in Kings Place, Kings Cross (though most of the team is currently working remotely due to the Covid-19 pandemic). As an organisation that exists to shape, reflect and respond to the society in which we live, we want our team to be representative of the communities where we work, encompassing a wide range of different backgrounds and experiences. Though some of our staff are musically trained or have backgrounds in the performing arts, this is by no means necessary for many of the roles in the organisation. We value and appreciate new ideas and perspectives that may help bring the exciting sound world of contemporary classical music to a wider audience.

We would expect the Participation & Learning Producer role to grow and develop as our work in schools, communities and talent development grows. There is a degree of flexibility to tailor the exact role and hours worked to suit varying skills and experience, and the exact salary and working hours will be negotiated accordingly. Please see Terms and Conditions section for further details. If you would like an informal discussion about this or other aspects of the role before applying, please contact the Head of Participation & Learning, Rhuti Carr on rhuti.carr@londonsinfonietta.org.uk

Job Description

The Participation & Learning Producer will:

- **work closely with the Head of Participation and Learning to plan, develop and deliver the London Sinfonietta's growing Participation & Learning programme.**
- **actively support and nurture new and existing relationships with community and arts organisations outside of London as we build our programme of regional work.**
- **be responsible for maintaining relationships and communicating with multiple partners including music hubs, schools, young people, families and members of the public.**
- **ensure the smooth running of the P&L department, being responsible for keeping records, database and finance systems, reporting and evaluation up to date.**
- **work closely with the Concerts and Production, Digital and Marketing teams to ensure our work is joined up and enhances wider commissioning and programming.**

The Participation & Learning Producer will be line managed by the Head of Participation & Learning. They will be required to support placement and work experience students where applicable and may be required to manage the work of any freelance staff as applicable.

Key Responsibilities

Project Management and Delivery

- Work closely with the Head of Participation & Learning to grow the programme of participation and learning activity, including the research and development of new engagement projects focussing on communities both in and outside of London.
- Build and sustain new relationships with arts, education and community partners.
- Manage the delivery of the Sound Out schools programme (live and digital) including acting as the main point of contact for schools and teachers, arranging in-school and remote online workshops and CPD sessions, managing online content, booking workshop leaders and musicians, scheduling activity and maintaining up to date budgets.
- Act as contact point for potential applicants for Talent Development and other participant schemes as required, ensuring that opportunities are circulated as appropriate.
- Ensure that auditions for Talent Development and other participant schemes are planned as required, liaising with both recruitment panels and candidates throughout the process.
- Maintain regular communication with partner organisations, music hubs, venues, participants and artists.
- Liaise with the Concerts and Production team to manage all logistical requirements including equipment hire, purchase and printing of music for P&L events.
- Actively support the delivery of all P&L work, ensuring events run smoothly, liaising with artists, venues, participants and stakeholders and supporting participants during the sessions.

- Where not delivered by Concerts & Production team, attend P&L events as Event Manager and H&S/safeguarding contact point.
- Ensure all P&L projects are appropriately evaluated including collecting and collating feedback from participants, partners and artists.

Administration

- Maintain up to date budgets and financial records.
- Manage the timely payment of invoices and payment of artists.
- Contract artists, venues and partners.
- Ensure Risk Assessments and safeguarding action plans are in place for P&L work.
- Be responsible for ensuring the London Sinfonietta Safeguarding Policy is followed at all times and that all artists and musicians working with young people or vulnerable adults have signed our good practice guidelines and shared DBS information where appropriate.
- Work with the Marketing department to advertise events, recruit participants, market schools' concerts, manage ticket booking, create newsletters and other digital resources .
- Regularly update the P&L information on the London Sinfonietta website and social media channels to share the work we are delivering more widely.
- Assist the Head of Participation & Learning in reporting on P&L activity to internal parties (including the LS Council) and external stakeholders and funders.
- Maintain and update databases including ArtsVision, activity monitoring spreadsheets and client/customer contact databases as required, ensuring data protection and safeguarding guidelines are followed at all times.

Other duties

- Attend Participation & Learning projects and events where required as Front of House point of contact for audience, key stakeholders or industry figures.
- London Sinfonietta staff are also required to attend all other concerts and events in London.
- Attend relevant industry events and deputise for the Head of Participation & Learning at external meetings as appropriate.
- Carry out other reasonable tasks or duties as appropriate to the level of the role as requested by the Chief Executive & Artistic Director and Head of Participation & Learning.
- Take part in 1:1 meetings and periodic performance reviews, demonstrating a commitment to managing own learning and continuous professional development relevant to the role.
- Demonstrate a commitment to achieving London Sinfonietta's goals in equality, diversity and inclusion.
- Demonstrate discretion and confidentiality across any work regarding sensitive or personal information; work to organisation guidelines and protocols regarding Data Protection.
- Follow legal requirements and best practice in all aspects of Health & Safety, including covid-19 safety and safeguarding arrangements, taking reasonable care for yourselves and others and co-operating with management on all aspects of Health & Safety.

Person Profile

As part of our busy and growing programme of participation and learning work, we are looking for someone who has an enthusiasm for engaging the wider public in arts and culture and who thrives on developing and delivering newly-created work. You will have a good understanding of what is needed to deliver high quality, creative and inclusive arts experiences for people from all backgrounds and levels of ability and experience, with strong project management skills in order to plan and deliver these effectively. You will also be able to communicate clearly and with enthusiasm to make people feel welcome and able to thrive. Experience and wider knowledge of the arts and education sectors, safeguarding and child protection would also be very valuable.

You will need to demonstrate a high level of efficiency and drive with the ability to confidently work on your own as well as collaborating with others including freelance artists and musicians. The ability to read music and knowledge of instrumental/orchestral practices would also be an advantage but is not essential. The role will require travel to projects across the UK as well as some evening and weekend work.

Key skills, attributes and experience

ESSENTIAL

Relevant experience and knowledge - essential

- Experience of planning and managing events, workshops or projects
- Experience of working within schools and/or community settings
- Experience of creating events and activity that are accessible and inclusive
- Experience of working to a budget
- Knowledge and experience of IT software packages including MS Office

Key Attributes - essential

- A self-motivated worker who is capable of taking initiative and working independently and as part of a small team
- Ability to listen and respond to enable successful collaborative working
- Project management skills including managing multiple projects at any one time
- Ability to communicate effectively with people from all backgrounds, abilities and levels of experience, in both written and verbal form
- A commitment to inclusivity, equality and diversity
- Ability to think creatively and flexibly
- Ability to manage and prioritise a diverse and shifting workload
- A high level of organised thinking and use of systems
- Meticulous attention to detail
- An interest in the arts and open to finding out more about contemporary classical music
- Willingness and confidence in learning new skills as required and as appropriate to the role

DESIRABLE

- Ability to read music
- Knowledge of instrumental or orchestral practice
- Experience of working in the arts and cultural sectors
- Experience of working outside of London
- Knowledge of safeguarding and child protection issues
- Knowledge of GDPR issues as applicable to this area of work
- An appreciation and understanding of the wider education/arts sector

Terms and Conditions

Contract: Initially offered as a 12-month Fixed Term Contract, with potential to extend

Line Manager: Head of Participation & Learning

Role: The London Sinfonietta is a small organisation which always needs to work flexibly and is able to provide all employees with a broad set of experiences that significantly enhance their future career prospects. It is expected that all roles in this small team will evolve over time, creating opportunities to take on new responsibilities, gain varied experience and develop new skills. Any significant changes to the job description would only be implemented in conversation with the post-holder and be supported by training as required.

Working Hours: Working pattern to be negotiated with some scope for flexibility. Depending on the candidate and their experience the position may be offered either as 5 days or 4 days a week, subject to negotiation.

Normal office working hours are 10am to 6pm, (or 9.30-5.30pm or 9am-5pm depending on requirements and by negotiation)

In practice, the demands of the job will sometimes require working outside these hours, including attendance at London Sinfonietta concerts at evenings and occasional weekends as necessary. A time off in lieu policy applies for days worked at weekends or bank holidays.

Salary: Between £23,500-£27,000, pro rata
Please note that this role is a new one for the organisation, which we are interested in developing further as our work in schools, communities and talent development grows. There is therefore some flexibility to tailor the exact role and hours worked to suit varying skills and experience. Exact salary and working hours will be negotiated accordingly.

If you would like an informal discussion about this or other aspects of the role before applying, please contact Rhuti Carr, Head of Participation & Learning (rhuti.carr@londonsinfonietta.org.uk)

Office Address: A mixture of office working (Kings Place, London N1 9AG) and home working will be required, with events delivered at various venues across London and nationally. Applicants will be required to travel and work outside of London as the regional programme develops. London Sinfonietta will provide a laptop or other home working equipment as required.

Pension: We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). LS contribute an amount equal to 3% of salary, with the Employee making a contribution of 5% of salary

Annual Leave: 25 days (plus statutory bank holidays), pro rata for part time employees

Start date: October 2021 or as soon as possible depending on notice period

Notice period: 8 weeks' notice in writing

Additional information: Owing to the nature of the work, this position is subject to the completion of an enhanced Disclosure and Barring Service (DBS) check

Equality and Diversity

London Sinfonietta is committed to creating a diverse and inclusive environment in which everyone can thrive. All disabled applicants who meet the essential criteria for this role will be interviewed. As we will not use monitoring forms as part of the selection process, applicants must declare within their covering letter or application form that they are disabled and if they wish to be put forward for interview on this basis.

To assist us with our aim we ask you to complete an Equality and Diversity monitoring form with your application. Please access the Equality & Diversity form by clicking the following link or copying and pasting the address into your web browser: <https://forms.office.com/r/BjtU7MUFPc>

All responses submitted are anonymous and will be used for statistical and analytical purposes to monitor the effectiveness of our recruitment processes and will not be used by the interview panel for the purposes of selection.

Data Protection

London Sinfonietta is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Please visit <http://www.londonsinfonietta.org.uk/about/work-for-us> to download our Applicant Privacy Notice which sets out, in line with GDPR, the types of data that we collect and hold on you and how the data is processed.