



JOB DESCRIPTION

Job Title:

Music Events and Programme Manager

Location:

**DRET Head Office (Loughborough) or
Malcolm Arnold Academy (Northampton)**

Job Purpose:

Responsibility for planning, promoting and delivering a series of events throughout the academic year as part of the DRET Music programme.

Music is central to the Trust's mission of broadening student horizons: the Trust's Music programme is innovative, broad and ambitious, and includes the award-winning Singing Schools Programme, Musicians in Residence scheme, and partnerships with six local music hubs, Gabrieli Roar, MusicFirst, the National Youth Orchestra, Nevill Holt Festival, the Royal Ballet and Opera, and Sing Up, among others.

The Music Events and Programme Manager plays a key role as part of the Music Team, comprising the Executive Director of Music, Primary and Secondary Music Leads and Musicians-in-Residence.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Executive Director of Music

Grade:

NJC15-NJC17

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

Events and Performances

- ★ Lead on the organisation and delivery of various DRET Music events, including CPD days, Subject Conferences, Carol Services, Musician of the Year and projects with DRET partners
- ★ Support the Primary Music Leads with the planning and delivery of the Primary Music Festival
- ★ Support the Secondary Music Lead with the planning and delivery of the Secondary Music Festival and the Composition Challenge
- ★ Promote music events and performances through social media, report writing and via local press, and submit reports after each event
- ★ Maintain partnerships and build relationships with new partners to ensure the best outcomes for the Trust
- ★ Support events through writing and sending event booking confirmations and collating registration responses
- ★ Manage event logistics including arranging equipment, catering, transport, printing
- ★ Oversee licensing of child performers where appropriate, liaising with local authorities, venues and performing groups
- ★ Ensure all events and performances are of an exceptional standard from start to finish, including communication, organisation, promotion, branding, reporting and format

Other duties

The Music Events and Programme Manager plays a key role in supporting the Music Team, comprising the Executive Director of Music, Primary and Secondary Music Leads and Musicians-in-Residence. This includes:

- ★ Providing day-to-day administrative support to the Executive Director of Music
- ★ Raising purchase orders and processing new suppliers
- ★ Printing resources for events, training and other programme activity
- ★ Uploading and sharing materials online/via email
- ★ Sourcing materials from/placing orders with external companies and organisations
- ★ Ensuring programme compliance with GDPR regulations
- ★ Having responsibility for day to day communication with Musicians-in-Residence in academies, dealing with questions and requests promptly and effectively, liaising with the Executive Director of Music as required
- ★ Supporting ongoing evaluation of music events through creating documents/online forms and collating responses
- ★ Supporting programme-wide communications strategy through use of social media and other external communications
- ★ Supporting termly reporting of the Music Programme alongside the Executive Director of Music
- ★ Supporting the induction of new Musicians-in-Residence
- ★ Developing new ideas and initiatives to implement and share across the Trust

Key relationships

- ★ Executive Director of Music
- ★ Primary Music Lead and Secondary Music Lead
- ★ Heads and Music Leads in each academy
- ★ Students and parents
- ★ Communications Team
- ★ Music Hub leaders
- ★ Local musicians and musical organisations
- ★ Gabrieli Roar, MusicFirst, National Youth Orchestra, Nevill Holt Festival, the Royal Ballet and Opera, Sing Up, and other partner organisations
- ★ Trust Musicians in Residence

Special conditions

- ★ The post is for 30 hours per week during term-time only (39 weeks per year). It is anticipated that the 30 hours will be spread evenly across five days (6 hours per day), but we are happy to discuss different working models with the successful post-holder.
- ★ The DRET Music Office is currently at Malcolm Arnold Academy in Northampton; however, it would be possible for the location of this post to be at the Trust's Head Office in Loughborough, should this be more local to the post-holder.
- ★ Attendance is required at key DRET Music events including, but not restricted to, the Primary and Secondary Music Festivals, Staff CPD days, Musician of the Year Final and Composition Challenge live events. Time off in lieu will be arranged for these events.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable	Assessed
Qualifications and Professional Development			
<ul style="list-style-type: none"> ★ Educated to GCSE-level/NVQ-level 2 or equivalent, including English and Mathematics. ★ To be a skilled user of Microsoft Office, with the ability to produce, create and edit documents using Word, Excel, PowerPoint, and Outlook. 	✓		
<ul style="list-style-type: none"> ★ Formal Administration Qualification. 		✓	
Experience			
<ul style="list-style-type: none"> ★ Experience of working within an Administration team. ★ Experience of working independently with little supervision. ★ Experience of managing events and projects. 	✓		
<ul style="list-style-type: none"> ★ Experience of working in an educational establishment. ★ Budgetary or financial management. 		✓	
Skills and Knowledge			
<ul style="list-style-type: none"> ★ Good working knowledge of current computer operating systems and other relevant systems. ★ Excellent ICT skills and knowledge of basic office programs (Word, Excel, Forms, Teams). ★ Good working knowledge of social media. ★ Attention to detail, with excellent written and verbal communication skills. ★ Ability to produce accurate minutes of meetings. ★ Highly organised and efficient and able to work to tight deadlines, often under pressure. 	✓		
<ul style="list-style-type: none"> ★ Knowledge of child licensing regulations. ★ Knowledge of DRET and its ambitions. ★ Interest and knowledge of music education and schools ★ Willingness to become first-aid trained 		✓	

Personal Qualities and Ethos			
<ul style="list-style-type: none"> ★ Highly organised, efficient, and able to work to tight deadlines, often under pressure. ★ Excellent written and verbal communication skills, with the ability to relate well to a wide range of stakeholders. ★ Energy and a positive, common-sense approach to work and problem-solving. ★ Ability to work independently and proactively, applying attention to detail at all times ★ Ability to form and maintain professional relationships within and outside of the Trust. ★ Ability to maintain discretion and confidentiality. ★ Professional and respectable conduct. 	✓		
<ul style="list-style-type: none"> ★ Ability to present to large groups of adults and children. 		✓	
Equal Opportunities			
<ul style="list-style-type: none"> ★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best. 	✓		
Safeguarding			
<ul style="list-style-type: none"> ★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child. 	✓		
<ul style="list-style-type: none"> ★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them. 	✓		
<ul style="list-style-type: none"> ★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children. 	✓		
Health and Safety			
<ul style="list-style-type: none"> ★ Aware of Health & Safety and Safeguarding as appropriate to role 	✓		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.