



Freelance Project Manager: Learning & Participation

Spitalfields Music seeks an experienced freelance project manager, with demonstrable expertise in working in arts & schools settings, to deliver two secondary school projects this autumn. We need 18 days of support at a fee of £150 per day (+ VAT if applicable). NB: There may also be the possibility of additional work from January.

The Project Manager will work with freelance artist teams to develop projects and maintain existing relationships, as well as working with the Chief Executive on shaping the future programme. They will hold relationships with other members of the team including the Director of Finance & Operations on budgeting, forecasting and other financial reporting; the Marketing Co-Ordinator to promote the L&P projects; and the Fundraising team to prepare information for fundraising applications and the monitoring and evaluation of projects.

Key Responsibilities:

- Produce upcoming KS3 singing projects (outlined below).
- Act as the main liaison between all project stakeholders, creative teams and the organisation
- Provide on-the-ground support to project delivery teams
- Form and manage artistic teams and crew to deliver projects to respond to the needs of project participants
- Prepare and draft contracts, partnership agreements, schedules and project briefs to artists and project partners, and ensure invoices are raised in a timely manner
- Develop and maintain productive collaborative relationships with project partners and stakeholders and ensure that projects are responding to the needs of beneficiaries
- Manage project budgets, including recording income and expenditure and regularly reporting to Director of Finance & Operations
- Issue and review event risk assessments
- Develop and lead on project evaluation specific to the needs of each project and distribute and collate evaluation data to measure the impact
- Work closely with the Marketing Co-Ordinator to ensure L&P presence on social media accounts, website, blog, newsletters and other platforms to share L&P project news, pictures and videos
- Draft information for funding applications and report on existing projects
- Record project statistics and collect equal opportunities data from all freelance team members
- Undertake other tasks as required by the role



Detail on the two projects

A Song For Us

In partnership with [Sound UK](#) and Spitalfields Music, young people from Swanlea Secondary School in Whitechapel will contribute to, learn and perform a specially commissioned piece by singer-songwriter, electronic rock-sitarist and artist [Bishi Bhattacharya](#). The performance will feature as part of [A Song For Us](#) - a nationwide celebration of community and resilience through songwriting. Bishi's collaboration with Swanlea School will create a county song for London that represents our communities and reflections on the past year.

Young people will contribute ideas in an initial workshop and learn Bishi's song across series of sessions led by music leader Jessie Maryon Davies. This will culminate in an assembly performance with year 8 pupils on **Friday 22nd October**. A class of students will go on to reprise the song for a public schools' performance in November as part of our KS3 vocal and wellbeing project.

This project will connect with World Mental Health Day 2021 and use music as a universal language to frame open and confident discussion about mental wellbeing and the power of song to connect us and combat loneliness and anxiety. It will build student confidence in communication and vocal skills by being part of a performance, and will engage students in an in-depth collaborative experience to co-author a song with an internationally acclaimed artist.

The performance will be recorded to become part of a national showcase of Songs for Us on the Sound UK website.

KS3 Vocal and Wellbeing Project

A singing initiative bringing together KS3 singing groups from two Tower Hamlets secondary schools.

Led by experienced vocal leader Jessie Maryon Davies, two groups of students (up to 30 from each school) will participate in 4 half-day rehearsals to sing and learn songs for a public performance at Canary Wharf Crossrail Place Roof Garden on **Thu 25th November 2021**. Repertoire will consist of two new works (written by Bishi Bhattacharya, and Jessie Maryon Davies and Gawain Hewitt).

The students will be accompanied by a live band to platform their talents as vocalists. Some performers will use electronic devices such as smartphones to play sounds and voice recordings.

The Project:

- Uses music as a universal language to frame open and confident discussion about mental wellbeing and the power of song to connect us and combat loneliness and anxiety.
- Is a chance for students to come to sing and enjoy being together, and explore their borough in a new light, as performers



- Will connect with World Mental Health Day 2021 and draw upon the PSHE Association and DFE guidance on 'Healthy Lives'
- Builds student confidence in communication and vocal skills by being part of a performance and collaborating with professional musicians.
- Develop student skills and confidence in expressing themselves creatively, using their voices, as well as smartphones to play sounds including a special app designed by Gawain Hewitt that will be part of a performance.

Fee & Terms: Fixed fee of £2,700 (exclusive of VAT). This is based on a day rate of £150. Fees are payable monthly on production of a suitable invoice.

You should be available from w/b 27th September and for the performance dates outlined above. The contract is likely to end during w/b 6th December 2021.

To Apply: Please tell us about your previous work experience, and suitability for the role. If selected for interview, we may request details of two references. Interviews are likely to be held via Zoom on Monday 13th September.

In order to make the process as inclusive as possible, we will accept applications either in writing, or by video or by audio file. Audio/ video files should be max. 3 minutes and a simple recording on a phone is fine.

Spitalfields Music particularly welcomes applications from individuals from Asian, Black and other minority ethnic groups and/or deaf, disabled and neuro-diverse people as they are currently under-represented in our organisation, and will guarantee an interview to anyone from these communities who meets the core requirements for the contract.

Applications should be submitted by **5pm on Tuesday 7th September** to recruitment@spitalfieldsmusic.org.uk alongside a completed Equal Opportunities form which can be found on our website. This form will not be disclosed to anyone involved in assessing your application.