



Programme Manager (0.6 FTE), with option for flexible/ freelance contract

Spitalfields Music seeks a highly experienced Programme Manager, with demonstrable expertise in organising arts and cultural events in concert and community settings and managing key stakeholder relationships. The Programme Manager will work across the charity to oversee the timely organisation and smooth running of concert and community events; will work closely with the senior management team to shape future programmes and measure success against strategic goals; and develop organisational planning tools to improve the efficiency of the charity's operations.

Key Responsibilities:

- Act as the main liaison between all stakeholders across a variety of festival, concert and participation events, and task-manage freelance Project Managers from across the organisation
- Account and relationship management with neighbourhood schools and other key community groups to maintain and grow the organisation's networks
- Research prospective new relationships with venues, schools, community groups and other arts organisations from in and around the East End and make recommendations to the senior management team
- Oversee the roll-out of Music & Mindfulness workshops to local schools, including identifying opportunities for income generation through these projects and marketing them to prospective future partners
- Being an outward-facing advocate for Spitalfields Music and its core values and represent the organisation in external meetings with key stakeholders when relevant
- Work alongside the CEO and COO to develop planning tools to be used across the organisation and take the lead on rolling these out
- Identify and schedule key junctures and KPIs in the planning and delivery of projects across the organisation, and communicate these to all teams across our events calendar
- Develop and maintain productive collaborative relationships with project partners and stakeholders and ensure that projects are responding to the needs of beneficiaries
- Assist the CEO in the development of new programmes
- Co-ordinate the Spitalfields Music Programme Advisory Group, organise meetings and communicate with members
- Operational management and on-the-ground support to Festival Producers/ Project Managers at key points, such as during Festival and participation projects.
- Support the Development Manager by providing key project information for fundraising applications and reports to funders



What it's like to work at Spitalfields Music

We bring diverse communities in East London together through music. We are a small, friendly, dynamic team. Every team member is encouraged to work independently and to influence change within the organisation and in the wider sector. We work flexibly and proactively to best serve the needs of our local communities and provide meaningful, memorable, musical experiences for all. We have long-standing relationships with several local schools, some of whom we have worked with continuously since 1989. The Programme Manager will play a key role in maintaining those precious relationships and building new ones within Tower Hamlets and beyond.

Core competences:

- Professional experience gained in relevant administrative/ co-ordination roles
- Excellent organisational skills and the ability to multi-task
- Self-motivated with the ability to use own initiative to find solutions
- Ability to work flexibly and adapt to new ways of working
- Sound communication skills
- A commitment to improving and advocating for Equality, Diversity, Inclusion and Belonging across the sector
- Sound IT skills, with experience of working with Office 365 programmes
- Excellent attention to detail

Desirable:

- Experience of working in/ with schools and other educational settings
- Working knowledge of the East End of London and/or professional experience gained in or around the area
- Working knowledge and experience of project management frameworks such as Agile or Prince2

Reports to: Chief Executive

Holds relationships with: Chief Operating Officer, Producers, Project Managers, Freelance artists, Trustees

Salary: £32,000 pro rata/ 0.6 FTE (actual salary £19,200 for 3 days per week). Working days are 8 hours with one unpaid hour for lunch. Exact working days/ times are to be discussed and agreed with the candidate and compressed hours will be considered.

Terms: Whilst we envisage this to be a permanent role, subject to a 6-month probationary period, we are open to discussing the possibility of this being offered as a freelance contract and would also encourage freelancers to apply.



Benefits: A contributory pension scheme of 5% (after 6 months); 25 days holiday (plus bank holidays, pro rata); monthly wellbeing allowance; season ticket loan scheme; external mentoring offered

Place of work: Spitalfields Music strongly encourages flexible working. The selected candidate will have the option either to work remotely, or in our Bethnal Green office (or a blend of the two). In-person attendance at key events is expected.

Notice period: 3 months, on completion of the probationary period

To Apply: Please tell us about your previous work experience, and suitability for the role, for example by CV and covering letter. If selected for interview, we may request details of two references. Interviews will be held on Thursday 19th May via Zoom.

In order to make the process as inclusive as possible, we will also 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 d/Deaf, disabled and neurodiverse 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 of the role.

Applications should be submitted by 12 noon on Monday 16th May to recruitment@spitalfieldsmusic.org.uk alongside a completed Equal Opportunities form which can be found on our website. This form will be handled separately from your application and will not form part of the decision-making process.