## JOB DESCRIPTION

## Talent Development and Education Manager - Full time

Salary £35kC

**B: Music’s mission is to inspire a love of live music, through performance, participation, and learning.**

**Who we are:**

B:Music is the music charity responsible for Symphony Hall and Town Hall, two iconic venues in the heart of Birmingham. Each year, these venues welcome over half a million people to around 800 concerts and events. We are passionate about breaking down barriers and making music accessible to all, reflecting the diverse communities in our city and helping to nurture the next generation of audiences and performers.

Symphony Hall and Town Hall are live music and entertainment venues, and flexibility is required around working hours, the successful candidate may on occasion be required to work outside the usual 9 – 5 Monday to Friday office hours, including evenings and weekends.

  

**Overall purpose:**

The purpose of this role is to be the organisational lead on programmes relating to Talent Development and young people, including engagement with schools and higher education institutions. The successful candidate will spearhead our extensive programme, ensuring the highest quality delivery of existing flagship projects whilst also helping to shape and develop new strands of activity. The building blocks of certain projects are focused on Jazz, but activities will expand across into other musical genres as part of wider Talent Development Programme ambitions at B:Music. The role will work closely with the Head of Development and Impact and the Programming team to capitalise on potential opportunities and drive forward B:Music's mission to inspire a love of live music through performance, participation and learning.

**Key Accountabilities**

* To work with the wider development and impact team to establish and maintain relationships with education providers and community and voluntary organisations working with children and young people.
* To work alongside development and impact colleagues, steering groups and project partners to plan and develop projects focussed on talent development and youth engagement to include, but not limited to, B:and Together (Jazz and Gospel Ensembles, Summer School, School Ensembles), Aspiring Music Leaders, Generation Birmingham and College Connections.
* To effectively line manage and work with the Project Officer to ensure successful delivery of projects across the talent development and education programme, supporting them in the delivery of their own projects.
* Successfully appointing suitable freelance musicians and practitioners and delegating responsibilities and deploying their skills effectively.
* To collaborate with the Head of Programming in identifying and supporting other emerging Birmingham musicians where appropriate.
* To develop, manage and report on projects, creating/monitoring budgets, KPl's and complying with financial policies and systems.
* Working alongside the Head of Development and Impact and Development Manager (Trusts and Foundations lead), to support the bid writing and reporting processes, collaborating to develop new funding opportunities for the Talent Development programme at B:Music.
* To contribute to the ongoing development of monitoring and evaluation methodologies, ensuring they are incorporated into all project plans and used to inform evolution of activities.
* Responsible for the recruitment of appropriately skilled freelance artists for project delivery and to expand this workforce by developing shadowing opportunities and trainee places on projects.
* To forward plan sufficiently to be able to contribute to the Talent Development annual activity forecast and enable other B:Music departments i.e., Programming, Marketing and Operations to incorporate the plans into their own delivery strategies.
* To ensure a high standard of practice and consistency in achieving the overall B:Music charitable objectives.
* To represent B:Music professionally and positively and actively promote its work and objectives in serving children and young people, assuming the role of organisation lead within relevant networks and partnerships.
* To ensure that all activity is documented, contracted and/or invoiced in a timely manner in accordance with project plans and budgets.
* To be an active part of the Safeguarding team at B:Music, working with the DSL to ensure that all staff, freelance artists and participants are adhering to the appropriate safeguarding policies/practices, and that B:Music is complies to all relevant regulatory requirements.
* To liaise effectively with production, front of house, sales and commercial hires teams to ensure smooth running of project activities.
* To support the Head of Development and Impact with the compiling of Board, Arts Council and annual impact reports.
* Duties and responsibilities will vary from time to time and the post holder will be expected to perform other such duties that are reasonably comparable.

**Key Performance Indicators**

* + Successful delivery of key B:Music strategic projects such as Generation Birmingham, B:and Together Ensembles and Summer School.
	+ Support creation of funding applications to achieve income needed for Talent Development projects
	+ Ongoing successful delivery of B:Aspirational and B:Next strands of activity including college partnerships and new programmes such as Women In Music.
	+ The expansion of the talent development programme where possible to encompass a wide range of musical genres and enable engagement for participants with additional and complex needs.
	+ Achievement of B:Music's target for the budgeted number of talent development events in each financial year
	+ The accurate and efficient documentation of projects, including contracts and invoices, from conception, through delivery to settlement, ensuring projects are delivered within budget and in line with funder expectations.

**Person Specification**

**Essential**

* + Substantial experience of the creation, development, implementation, and management of projects for children and young people
	+ Some experience of successful partnership working with a wide range of individuals and organisations
	+ Clear communication skills, both verbally and in writing to produce reports, together with excellent organisational and time management skills
	+ Some experience in recruiting and managing freelance staff
	+ Excellent teamworking skills balanced with a need to be self-motivated and able to use own initiative
	+ Competent computer skills and experience of using systems such as Microsoft Teams, Excel and Word.
	+ Experience of successfully managing project budgets
	+ Ability to contribute to development of strategy and funding applications to build the programme
	+ Experience and knowledge of music education
	+ Experience and knowledge of jazz music and music education practices

**Desirable**

* + Knowledge of and interest in the wider programme at B:Music
	+ Good knowledge of regional music scene and talent development pathways for young musicians
	+ An interest in music, the ability to play an instrument, sing would be a great!

**Department:** Development and Impact Team

**Reporting to:** Head of Development and Impact

**Contract type:** Full time

**Salary:** circa £35k

**Location:** Birmingham - opportunity to work in a hybrid way
**Hours Per Week:** 36 hours

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