



CAMERATA IN THE COMMUNITY PROJECT MANAGER

Job Title:	Camerata in the Community Project Manager
Reports to:	Head of Camerata in the Community
Appointment details:	Full time, 5 days per week. Includes weekend/ evening work, with time off in lieu as arranged with line manager
Salary:	£20,000 - £22,500 per annum, depending on experience

MANCHESTER CAMERATA—‘PROBABLY BRITAIN’S MOST ADVENTUROUS ORCHESTRA’ (THE TIMES)

Glastonbury openers and UK Ensemble of the Year (RPS Music Awards 2017)—Manchester Camerata is redefining what an orchestra can do. Famous for innovation, we pop up in all sorts of places and collaborate with a spectrum of artists, from classical superstars like Martha Argerich to iconic band, New Order. We opened the Pyramid Stage at Glastonbury last year with our collaboration with the Hacienda DJs. Our Music Director and conductor, Gábor Takács-Nagy, is one of the finest musicians on the planet, and a magnet for international artists.

Our Camerata in the Community programme began over 20 years ago and aims to use music as a tool to improve people’s lives. The programme is split into two strands: ‘Schools’ and ‘Health & Wellbeing’ and is delivered by musicians from the orchestra as well as composers, music therapists, theatre makers, vocalists and producers. Our ethos is to enable both young and older people to create new music on every project and to take ownership over their creative decisions. This process takes many different forms, including improvised music-making for people living with dementia and structured compositions with young people in schools.

Research and evaluation is a central part of our work, with studies being conducted in partnership with the University of Manchester and independent researchers. PhD student Robyn Dowlen conducted a joint research project with the University of Manchester to measure the ‘in the moment’ embodied experiences of people living with dementia when taking part in our Music in Mind project. We collaborate with a range of organisations and receive funding from sources including NHS Foundation Trusts, local authorities, Music Education Hubs, schools, arts organisations and housing groups.



Photos: Rachel Bynwater Photography

MAIN OBJECTIVES OF THE POST

Manchester Camerata is looking for an enthusiastic and organised individual to coordinate our Camerata in the Community programme. Focusing predominantly on Camerata's 'health & wellbeing' projects, you will work in partnership with a variety of organisations to coordinate activity with NHS trusts, care homes, day care centres and housing groups. You will oversee Camerata in the Community training programmes for care staff and teachers, creating resources when required. The role might also extend to working with schools, Music Education Hubs and other community groups, depending on the remit of each project.

You will work closely with members of the orchestra and freelance practitioners to ensure projects are delivered to a high standard and are responding to the needs of the participants. Passionate about participatory arts, you will be able to manage your time effectively and work with people from a range of backgrounds to deliver high quality projects that respond to the needs of participants.

KEY RESPONSIBILITIES

Project Management and Administration

- Act as the main point of contact for practitioners delivering Camerata in the Community projects, regularly attending workshops and performances
- Liaise with all project partners with regards to the planning, delivery and evaluation of projects, attending joint meetings and events
- Liaise with participants to provide them with full details of the project and organise transport to venue(s) as required
- Create project information such as overviews and timetables
- Book venues and liaise with venue staff
- Book practitioners as required for each project
- Issue contracts, schedules and other relevant information to practitioners
- Lead project planning meetings
- Ensure practitioners have appropriate equipment and materials to deliver projects
- Liaise with Manchester Camerata's Concerts team to coordinate performances by participant groups with the orchestra
- Oversee Camerata in the Community training programmes for care staff and teachers, creating resources such as information packs as required
- Maintain and update accurate project budgets
- Add items to the Manchester Camerata database, updating contact details and recording payment information for each workshop

Marketing and Evaluation

- Collate information about Camerata in the Community projects to raise awareness amongst the organisation and to Manchester Camerata's wider stakeholders

- Liaise with Manchester Camerata's marketing team to create promotional material, such as flyers and posters, to advertise projects
- Profile projects on social media
- Update the organisation's website with project information
- Gather photo, video and audio permission from project participants as required
- Ensure the overall quality of projects by collecting feedback from participants, practitioners and audience members
- Gather equality and diversity monitoring information for reports to funders

Other

- Attend networks, events and conferences to keep abreast with local, national and international agendas in arts & health and cultural education
- Represent Manchester Camerata at events, networks and conferences as required by the Head of Camerata in the Community
- Adhere to Manchester Camerata's safeguarding and health & safety policies, creating risk assessments and liaising regularly with practitioners and partners
- Any other duties as decided by the Head of Camerata in the Community

THE PERSON

Essential skills, knowledge and experience

- Exceptional time management and organisational skills
- Excellent communicator, both in person and on the phone
- Experience managing workshops, events and performances
- Passionate about the arts and about creating art with people in the community
- Approachable, respectful and friendly manner when working with people from a variety of backgrounds
- Creative and flexible approach
- Willingness to take the initiative and make decisions
- Experience creating project information such as schedules, timetables, letters
- High level of computer literacy skills

Desirable skills, knowledge and experience

- Knowledge of the formal education system
- Knowledge of the arts & health sector
- Experience of working with freelance artists
- Confidence in using social media to communicate marketing messages
- Full UK driving license and access to own car