



PROJECT MANAGER (MUSIC IN MIND)





Manchester Camerata

Manchester Camerata is the UK's most relentlessly pioneering orchestra. Our vision is for everyone's life to be elevated and enhanced by exceptional music. Our purpose is to make music that matters; music for change. This is who we are. This is what we do.

Through our music and our impact, we change the lives of people and the prospects of places, not just through our actions, but also in the way that we work.

Be it opening Glastonbury festival in front of 40,000 people or working intimately in care homes with people living with dementia, we believe in the transformative and connecting nature of music. That connection drives us, and we work with the best creative talent to make this happen.

By 2030, we want every person affected by dementia and every young person in Greater Manchester to have access to the benefits of world-class music-making. For over a decade we have developed award winning (Royal Philharmonic Society) programmes, informed by the latest evidence and thinking (GM Inequalities Commission report, 2021), which has informed an ambitious Social Impact Plan.

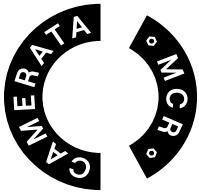
This new model of working prioritises consultation and collaboration with communities as a means to create and demonstrate impact with - and for - our communities throughout the 10 GM boroughs, as well as nationally and internationally. Through external research studies and internal evaluations, we aim to bring the health and wellbeing benefits of our community work to as many people as possible.

Who We're Looking For

Someone who wants to use this role as an opportunity to use music for a change, working in a supportive team to collectively demonstrate how music in care homes, community groups and other care settings around Greater Manchester and internationally can enhance people's lives.

We're actively looking for people who belong to, understand and reflect the diverse communities we work in. If that's you, and you'd like a chat or want to learn more about this role and our organisation before you apply, contact Amy at adunning@manchestercamerata.com.

You'll see the potential in places and people, both in the short- and long-term and enjoy making friendly connections with people, no matter their stage of life or postcode.



Music in Mind – our work so far

The Project Manager will co-ordinate a range of projects in the following areas:



Music in Mind is our pioneering music and dementia programme. It supports people living with dementia and their carers in care homes, community groups and those in supported living environments.

Developed over 12 years in partnership with the University of Manchester, we work with our specially-trained musicians and music therapists to provide 'in the moment' music-making sessions, helping to bring about the benefits of music that our **research** has proven.

This, in turn, has led to the development of '**Music Champions**' – where we support and train volunteers, family members and paid carers to use some of our techniques to support the people in their care.



in addition to our work in care homes, our free-to-attend Music in Mind Music Cafés are community-based and for people living with dementia and family carers. Music Cafés are run on our Music in Mind music therapy principles and provide respite for home carers and people with dementia, helping to decrease levels of social isolation.

What's the Role Like?

You will be a central part of the supportive community team and able to balance the demands of forward-planning and project management work in care homes and community settings.

Each day is different. You might be planning sessions for people in care homes with musicians and music therapists, setting up chairs for a Music Café, contacting carers to arrange taxis, ordering instruments, and scheduling music sessions with carers, or travelling to Music in Mind delivery sites in Manchester, Rochdale, Wigan, Oldham or further afield.



Employment Terms

Job Title:	Project Manager (Music in Mind)
Reports to:	Partnerships Manager – Music in Mind
Salary:	£28,000pa
Contract:	Full-time permanent (35 hours/week)
Probationary period:	6 months
Annual Leave:	25 days per annum (Jan-Dec) on an accrual basis

We're a flexible employer, so hybrid and flexible working is possible within reason. We operate a TOIL (time-off-in-lieu) policy, at the discretion of your line manager.

Key Responsibilities

The Project Manager is responsible for:

- 1. PLANNING AND DELIVERY of all projects in Music in Mind, which means you will:**
 - a) Book venues and liaise with venue staff.
 - b) Book and contract musicians/practitioners as required for each project and be the main point of contact for all projects.
 - c) Liaise with project partners for all planning, delivery and evaluation requirements.
 - d) Act as relationship manager in some of our live sites, including travelling to those delivery sites across Greater Manchester and beyond.
 - e) Liaise with participants to provide them with full project details and organize transport to venue(s) as required.
 - f) Lead project planning meetings with musicians and provide project documentation.
 - g) Maintain all necessary data for relevant activity.

- 2. MONITORING AND EVALUATION**
 - a) Maintain agreed budgets and report to line manager.
 - b) Collate and disseminate feedback/evaluations/questionnaires.
 - c) Liaise with Manchester Camerata's Comms team to obtain media permissions.
 - d) Monitor and report on the DBS database/safeguarding database; EDI monitoring information.

- 3. SUPPORTING THE TEAM TO**
 - a) Identify potential collaborative partners in arts, health and social care in Greater Manchester.
 - b) Respond to enquiries from individuals and organisations interested in becoming involved with the Music in Mind programme.
 - c) Represent Manchester Camerata at conferences and other meetings and otherwise serve as an ambassador for Music in Mind and its associated colleagues.



Skills and Experience

ESSENTIAL:

- ◉ Strong commitment to diversity; great patience, listening skills, attention to detail; good self-motivation and timekeeping; significant resourcefulness.
- ◉ Experience in delivering long-term projects.
- ◉ Excellent project management skills; ability to run multiple initiatives with sometimes tight and competing deadlines.
- ◉ Excellent budget management skills (Excel).
- ◉ Strong people skills and natural ability to collaborate with others.
- ◉ Superb writing skills.
- ◉ Full, clean driving licence.

How to apply

Please email the following information to Amy Dunning, adunning@manchestercamerata.com

Deadline	23:59 Sunday 3 March 2024
Interviews	Wednesday 13 th March 2024 at The Monastery, Gorton.
A letter	ONE PAGE max. – tell us why you want to work here, what you would bring to the organisation, and how you could see yourself developing in the role.
CV	Tailored for this role, including the names and contact details of two referees.

Manchester Camerata is committed to equal opportunities and diversity in its workforce and welcomes applications from all sections of the community.

After applying, all applicants will be sent a survey link to help us gather equal opportunities data, which will inform Manchester Camerata's organisational development regarding its Diversity and Inclusion policy and objectives. Please let us know if you have any additional requirements that will help you with your application.