

## Job Description

**Job title:** Events Programmer

**Reports to:** Chief Executive

**Hours:** 2 days per event (average number of events per year is currently 8)

**Remuneration:** £300 per day (freelance rate)

**Home working**

We encourage applications from across UK society.

## About Awards for Young Musicians

### About AYM

Awards for Young Musicians (AYM) is a national charity. Our mission is to find musical potential and give talent a chance. We know that musical talent is everywhere but opportunity isn't: family finances and other obstacles too often get in the way. We're here to change this in two key ways:

- We support young musicians from low income families with funding and other help
- We support music education through training, advocacy and research.

Whatever the genre, whatever the style, our strategically targeted programmes help young musicians from across the UK to grow, flourish and fulfil their potential.

Each programme is designed to tackle a major obstacle faced by these young people:

**Identifying Talent:** training teachers how to spot young people's musical potential

**Furthering Talent:** targeting and nurturing emerging talent with sustained, strategic support

**Awards:** funding young talent UK wide through annual grants and bespoke help for individual musicians

**Innovation and Research:** leading new thinking and action on talent development.

## Job Description

### Overview of role

The Events Programmer is essential to AYM's work as a charity. They will take responsibility for the programming of at least 8 fundraising concerts per year, both in London and elsewhere in the UK. These events are designed to showcase AYM's work to a diverse audience of existing and potential donors and other funders, and so are crucial to our ongoing income generation, maintaining and enhancing existing relationships and creating new ones.

**Due to Covid-19 we are not planning to stage any live events until May 2021. However we already have a series of dates booked in after this time which need programming. We also plan to organise a number of online fundraising events in the earlier part of 2021. The rest of this job description should therefore be read in the hope that live events will be possible again from the middle of next year.**

Most events are a similar format, although they vary in size from small salon style concerts in private homes to large events of several hundred people. Venues and their locations have ranged from Speakers House in the House of Commons to St Cecilia's Hall in Edinburgh.

An early evening reception for guests is followed by a performance slot of around one hour. This comprises 30 to 40 minutes of music, featuring solo and occasionally ensemble performances from young musicians whom AYM is currently supporting, alongside a few short speeches. A second guest reception follows the music. Exceptions to this format include events such as AYM's 20<sup>th</sup> anniversary at Wilton's Music Hall which included many more performers (solo and ensemble), a new commission for young people etc.

The Events Programmer will undertake auditions and then invite the musicians chosen to perform at each event. They'll arrange repertoire, communicate venue details and write performers' biographies (see Key Tasks for more information). Support will be provided by the AYM team.

### **Working relationships and expectations**

AYM has a full time Chief Executive, Operations and Communications Director, Programme Manager and Development Manager. We also have a part-time Mentoring Manager, Team Administrator and Finance Officer. Everyone works from home (the organisation has had a remote team throughout its 22 year history). Our partners are UK wide and so meetings and events are held regularly in London and elsewhere. The Events Programmer will work with whole staff team, reporting to the Chief Executive. They will work particularly closely with the Development Manager and the Team Administrator. They'll also have regular contact with AYM's Board of Trustees, other freelance staff and our volunteers as well as liaising with a wide range of external stakeholders.

## **Key Tasks**

### **Musical programming**

- Selecting 3 or 4 young musicians from a defined pool of Award winners to perform at each event, ensuring a balance of instrument, age, genre, etc.
- Liaising with the chosen performers' families to decide on repertoire and agreeing this with the Chief Executive.
- Further liaison with the families to cover timetable, travel to the event, rehearsals and many other queries as they arise.
- Rehearsing the performers on the day of the event (and occasionally prior to the event too), as well as handling issues concerned with the performances on the day as they arise, including lighting, music stands, page turning and anything else.

### **Auditions**

- To lead extra auditions to assist with event programming. These are additional to the formal auditions which take place annually as part of the Awards adjudication process. Some performers may already be identified during the formal auditions process, but it's not possible to audition everyone, so these extra auditions are designed to broaden the pool of musicians for performances. Each year, this is likely to involve around 3 days out of London (Manchester, Bristol etc.) and approximately 4 days in Central London. **Online auditions may be necessary for the moment.**

## Communications

- To write a short biography of each young musician for the printed fundraising events programme based on a previous telephone conversation with the performer's parent/carer.
- Writing, posting and sharing content on social media relating to AYM events, in liaison with AYM colleagues.

## Person specification

### Experience and knowledge

- Ideally, a former or practicing instrumental teacher and/or professional musician, so that each young person's musical development and suitability as a performer can be assessed.
- Musical knowledge and background, ideally across more than one genre of music, enabling the post holder to talk to parents (who can themselves be professional musicians) with credibility.
- Knowledge of repertoire to understand the pieces chosen for audition, enabling sensible musical programme choices to be made for the events, resulting in a well-shaped musical programme.

### Personal qualities

- The ability to work effectively and sensitively with a diverse range of families both prior to and during each event.
- In the auditions, the ability to adapt one's inter-personal style very quickly, so as to put each young person at ease, enabling them to give their best performance.
- The ability to maintain a positive warm relationship with families via email and phone.
- The ability to work under pressure during events.
- Proactive, with the ability to work remotely from home and to manage own workload efficiently.
- Emotionally intelligent, able to communicate effectively and empathetically.
- Highly motivated with a commitment to and understanding of the organisation's vision.
- The energy, enthusiasm and passion for supporting musically talented young people.

## Terms and Conditions

- **Contract:** This is a freelance position. We are seeking someone who is able to commit to the role for at least 2 years.
- **Time commitment:** The time required will be two days per event on average, spread out over several weeks. We aim to confirm performers at least two months in advance of each event and the musical programme about a month before. Dates are confirmed as far in advance as possible across each calendar year. Given we currently hold at least 8 events per calendar year this equates to at least 16 days' work per year. If a larger event requires more time this will be negotiated as necessary. Much of the work can be done at times to suit, although some will be deadline driven.
- **Place of work:** From your own home and other locations as required.
- An ability to travel around the UK is essential (although your own transport is not required). Expenses will be reimbursed for travel and overnight accommodation if this is needed.
- A willingness to work in the evenings (when events are held) and occasionally on weekends too is important.
- The post holder will be required to apply for a Disclosure and Barring Scheme (DBS) check in line with AYM's Safeguarding Policy.

## How to Apply

Please submit a covering letter of no more than two sides of A4 explaining how you meet the requirements of this role, alongside a short CV to: Hester Cockcroft, Chief Executive at [hester.cockcroft@a-y-m.org.uk](mailto:hester.cockcroft@a-y-m.org.uk).

**The deadline for applications is 12 noon on Monday 9 November 2020. Interviews will be held remotely on Tuesday 17 November 2020.**

### **Equality and Diversity**

Awards for Young Musicians is an equal opportunities and Living Wage employer. As set out in our ongoing Equality and Diversity Action Plan we are committed to attracting and recruiting diverse candidates as it's important that our Trustees, staff and volunteers reflect the communities we serve at every level within the organisation.

### **Data protection**

Awards for Young Musicians will use the information you provide to assess and process your application. If you are engaged, your information will be held on our databases and systems to manage your employment. Unsuccessful candidates' information will be held for six months before being destroyed. We will store all of your data in line with the General Data Protection Regulations 2018 (GDPR).