



Britten Sinfonia

Job Title:	Creative Learning Coordinator	Job Category:	Support
Department/Group:	Creative Learning Department	Job Code	
Location:	Cambridge	Travel Required:	Yes – UK driving licence required
Level/Salary Range:	£20,000 - £23,000	Position Type:	Full Time
HR Contact:	Elaine Rust	Date updated:	November 2018

Job Description

Reporting to the Creative Learning Director

Job Purpose

Managed by the Creative Learning Director, the Coordinator will assist with the planning, development and delivery of the core Creative Learning projects and will play an integral role in the day to day running of a busy department. As well as assisting on major projects, they will also take responsibility for their own projects including the OPUS Composition Competition, interactive primary school tours and various mentoring and leadership schemes.

Background

At the heart of Britten Sinfonia's Creative Learning programme is the desire to enable people to reach their full potential. Our recent programmes have supported people on long-term prison sentences, patients with dementia and their carers, children living in rural isolation, young carers and families in deprived areas of the east of England. We foster an environment of co-creation, enabling communities to bring their talents and ideas to the table and take a sense of pride and ownership over the result.

We collaborate with a number of partners including The Fitzwilliam Museum, Saffron Hall, Anglia Ruskin University, Orchestras Live, Music Education Hubs, Aldeburgh Young Musicians, Norfolk & Norwich Festival, Young Norfolk Arts Festival, Classically Yours and HMP Whitemoor.

The programme is devised across three core areas, which connect with and complement the orchestra's artistic programme:

Talent Development – Britten Sinfonia Academy | Young Composer Hub | OPUS & Young OPUS Composition Competitions | Bespoke side by side and coaching projects

Formal Education – Early Ears for pre-school pupils | Interactive Concert Tours for KS1 Schools' Concerts | Secondary School Young Producer Concert Series

Community & Family – Interactive Family Concerts | Rehabilitation in Criminal Justice settings | Saffron Hall

<https://www.brittensinfonia.com/creative-learning/>

Role and Responsibilities – Creative Learning

1. Overseeing the coordination of Creative Learning projects, to include:

- Booking musicians and workshop leaders in liaison with the Personnel Manager
- Corresponding with musicians about forthcoming projects
- Developing relationships with schools and universities across the region
- Creating and issuing schedules and contracts
- Distributing information regarding projects to other parties
- Producing education material, i.e. resource packs and programme notes, in collaboration with lead artists
- Coordinating practical arrangements, e.g. booking rehearsal venues, travel and hotels, distributing maps, etc.
- Evaluation, monitoring and report writing after the completion of each project

2. Project managing smaller programmes from initial idea to completion, including:

- Annual OPUS Composition Competition
- Interactive Key Stage 1 & 2 Tours in partner hub areas
- Britten Sinfonia Auditions (two rounds)
- Business Training Workshops
- Side by side mentoring sessions
- Britten Sinfonia Academy Projects

3. Ensuring you are up to date with the current company Safeguarding Policy and legal requirements involved when working with young people and vulnerable adults. This will include:

- Checking all players have up-to-date DBS certificates
- Obtaining Child Licences and Body of Persons Approval for public performances
- Obtaining parental permission for use of photographs or films on our website or social media platforms
- Gaining formal permission from schools for any absence incurred by attending a Britten Sinfonia rehearsal or performance
- Attending annual Child Protection training
- Carrying out risk assessments for relevant projects

4. Inter-departmental liaison with key members of staff to ensure that the Creative Learning programme is delivered efficiently and successfully:

- **Marketing** - assisting with creation and implementation of marketing and communications strategies for all Creative Learning events

- **Development** – coordinating data & statistics for evaluation reports, providing up to date information on projects plans to enable funding bids.
- **Finance** – ensure players payments and invoices are processed promptly, generating purchase orders, keeping budgets up to date.
- **Concerts** – source and organise music for Creative Learning projects, work closely with orchestra manager and fixer to organise the engagement of Britten Sinfonia players, discuss logistics of cross-departmental projects (Family Concerts, At Lunch performances, OPUS, etc.)

General Creative Learning Department Duties

- To act as the first port of call for all Creative Learning Department enquiries
- Supporting project teams at events out of the office
- Representing Britten Sinfonia at external events
- Supporting the Creative Learning Director on recruitment if necessary
- To carry out any other duties which might reasonably be requested by the Creative Learning Director
- Liaising with colleagues to book the Britten Sinfonia van, as needed
- Ensuring that all Creative Learning equipment is regularly maintained and stored safely

General Office Duties

- Undertaking a share of answering telephones, taking messages and other office tasks as required
- Attending Britten Sinfonia concerts to support other departments, where necessary
- Updating colleagues with Creative Learning activities, on a regular basis

PERSON SPECIFICATION

Personal Skill Level - Essential

- Educated to degree level
- Ideally a minimum of one year's experience working in a similar role within an arts organisation or in music education
- A passion for orchestral music and a keen interest in music education
- Good understanding of the basic workings of an orchestra
- A confident, friendly nature and professional attitude
- Ability to work positively and proactively within a small and busy team
- Consistent high standards, with excellent attention to detail
- Competence in Microsoft Office, especially Word, Outlook and Excel
- Self-motivated and able to act on own initiative
- Excellent organisational and administrative skills
- Previous experience of working with a wide range of partners and stakeholders (music hubs, schools, venues, local councils, etc.)
- Strong communication skills
- Ability to plan and prioritise work, work to project deadlines and be task focused
- A full, clean driving licence
- Be willing to work outside of office hours – e.g. attend concerts and events during evening and weekends (for which Time off in Lieu – TOIL – is given)

Personal Skill Level - desirable

- A music degree
- Competence in reading music

Circumstances

Based at Britten Sinfonia offices in Cambridge. Working hours are Mon - Fri 09:30 – 17:30, plus occasional evening and weekend work.

Time off in lieu given for weekend work, in agreement with the Creative Learning Director.

3 month probationary period (during which time the notice period shall be 1 month on either side) followed by a 2 month notice period. 25 days annual leave (pro rata).

Position is subject to a current Enhanced DBS check.

Reviewed By:	Sarah Rennix	Date:	12.11.18
Approved By:	David Butcher	Date:	
Last Updated By:	Sarah Rennix	Date/Time:	