

# JOB DESCRIPTION



**Job Title:** Music Programme Coordinator

**Salary:** Starting salary £18,037 (From Feb 2019)

**Contract:** Permanent, full-time 37.5 hours per week

## About Readipop

Readipop is a music and arts charity which believes in the joy of creativity and community as vital to a fulfilled life. Since 1998 we have developed a strong reputation for inspirational, engaging arts projects that make a positive difference in people's lives. We are passionate about the power of music to communicate and bring people together.

## Job Purpose

To coordinate and have an overview and understanding of delivery of the Readipop music and arts programmes (events and performances, releases and productions) at Readipop studios and other venues.

## Main Duties and Responsibilities

1. To carry out administration for and coordinate production plans and schedules for Readipop Festival ready to share with the production team in the run up to the event; as well as general Readipop admin.
2. Support audience development and ensure we can report data as required by the board, funders and Arts Council.
3. Coordinate and update events and studios diaries and have an overview of activity – update Facebook/Eventbrite events and ensure tickets are on sale.
4. Marketing support for Readipop and Readipop Festival including generating content for the website social media.
5. Support artists, project partners and production staff to ensure the smooth running of events and projects.
6. Represent Readipop's music and arts programmes at local and strategic forums.
7. Support Readipop's financial systems - generating invoices, record cash income and petty cash as per agreed finance systems and as required by Readipop's bookkeeper.
8. Share responsibility for safeguarding of participants whilst at Readipop.
9. Coordinate studios, facilities & equipment resources including building management, insurance, annual inventory, PAT testing, maintenance ad-hoc studio enquiries and bookings and ensure cash income is recorded.
10. Write draft evaluation reports including internal evaluations and for external partners.
11. Coordinate and support a team of volunteers to assist with projects, events and Readipop Festival.
12. Coordinate and support the development of Readipop's membership programme in relation to festival and events audience.
13. Attend team meetings and festival production meeting, keeping/sharing notes and tasks.
14. Participate in the planning of projects and support fundraising activities including contribution to major funding bids and completing small bids.
15. Deal with festival and general enquiries, general administration and any other duties as required that are commensurate with the general level of responsibility of this post.

# PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>English and Mathematics GCSE or equivalent</li> <li>Educated to post 18 level – diploma, degree or equivalent experience</li> </ul>	Degree or equivalent post 18 education in relevant subject
<b>Job Related Experience and skills</b>	<ul style="list-style-type: none"> <li>Excellent administrative skills</li> <li>Excellent communication and customer service skills</li> <li>Good literacy and numeracy</li> <li>Competent with Excel spreadsheets and Word</li> <li>Familiar with design/publishing software eg Photoshop</li> <li>Experience of writing marketing copy</li> <li>Experience creating digital media content for website and social media</li> <li>Interest in and understanding of one or more types of music</li> <li>Familiar with musical instruments and music/sound technical equipment terms</li> </ul>	<ul style="list-style-type: none"> <li>Event management or leadership experience</li> <li>Experience of delivering or supporting marketing plans</li> <li>Experience of co-ordinating projects</li> <li>Experience of managing a budget</li> <li>Experience of working with volunteers</li> <li>Experience of using a database</li> <li>Experience of working or volunteering in a music industry or arts setting</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to work under pressure on own initiative and as part of a team</li> <li>Organised and methodical, with good attention to detail</li> <li>Ability to contribute to good working relationships both within and on behalf of the organisation</li> </ul>	<ul style="list-style-type: none"> <li>A creative thinker and problem solver</li> <li>Adaptable to changing needs, people, partners, IT systems and deadlines</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Understanding and commitment to equal opportunities and sensitivity to issues concerning working with schools, children, young people and those with disabilities and other vulnerable persons</li> <li>Employment will be subject to obtaining an Enhanced DBS Disclosure</li> <li>Flexibility – some evening and weekend work required</li> <li>Willing to undergo training</li> </ul>	<ul style="list-style-type: none"> <li>Current driving licence and own transport</li> </ul>

# OUTLINE TERMS AND CONDITIONS OF EMPLOYMENT

## Place of work

Readipop  
35 Milford Road  
Reading  
RG1 8LG

## Contract, Hours & Salary

- A satisfactory Enhanced DBS Disclosure and evidence of unrestricted rights to work in the UK will be required prior to taking up employment.
- Starting salary £18,037 (From Feb 2019) with a 3 month probationary period then permanent employment.
- This is a full-time post (37.5 hours/week) with core hours between 10am – 4pm. Flexible working patterns and job sharing available.
- Some evening and weekend work required – notified in advance. Additional paid hours required for Readipop Festival weekend.
- Statutory sick pay.
- Statutory parental leave.

## Holiday Entitlement

29 days leave per year. Accrued as 1.5 days/month plus annual Summer (5 days) and Christmas – New Year (6+ days) closures.

## Pension

Workplace NEST pension available.

## Other Benefits

Training provided (Safeguarding, First Aid, Arts Award, Team-Teach etc.).

## Notice Period

1 month notice to leave employment.

## APPLICATION PROCESS

Please submit your CV, Letter of Application and Recruitment Monitoring Form by 5.30pm on 4<sup>th</sup> January 2019 to [office@readipop.co.uk](mailto:office@readipop.co.uk)  
Or via post to Amy Hodder, Readipop, 35 Milford Road, Reading, RG1 8LG

Interviews will be held on 16<sup>th</sup> and 17<sup>th</sup> January 2019.

Start Date: ASAP