



Programme Manager Vacancy
Application Pack
September 2021

Background

Due to promotion, an exciting opportunity has arisen for a Programme Manager to join our management team. You will work alongside the artistic director and executive director to plan, manage and evaluate our programmes, projects and events. Based in central Gloucester, you will liaise with venues and partner organisations and will oversee the smooth running of the office and organisational systems and be responsible for managing members of the administration team.

We are looking for someone with outstanding communication and organisation skills and a passion for widening access to high-quality music activities. This post is a flexible, part-time role (0.7 FTE) and will involve working on some Saturdays during termtime. The annual salary is up to £25,000 pro rata (depending on experience).

Established 40 years ago, Gloucestershire Academy of Music (GAM) is a charity working annually with around 2,000 children, young people and adults and is a partner in Make Music Gloucestershire, our local music education hub. Find out more about us at www.glosacadmusic.org

How to apply

To apply, please download our application pack via this link.
WWW.glosacadmusic.org/work-with-us

We ask candidates to complete our application form. CVs will not be accepted.

Application deadline is 12pm, Wednesday 22nd September 2021.

Interviews will be held at Barbican House in Gloucester on Tuesday 28th September 2021.

We welcome visits to our Barbican House centre. To arrange a visit or to have an informal discussion about this vacancy, please contact Kirsty Winnan at kirsty@glosacadmusic.org

GAM is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

No agencies please.

Job Description

Responsibilities

Artistic Programme

- Work alongside the artistic director and executive director to plan, manage and evaluate GAM's programmes, projects and events.
- Liaise with teachers, artists, venues and partner organisations.
- Coordinate ABRSM and GAM exams.
- Contribute to the development of programmes and projects.
- Monitor programme budgets, working closely with the finance officer and the executive director.
- Oversee termly timetables and registers for our Gloucester and Cheltenham centres.
- Oversee our participant and visitor experience, ensuring that our activities are safe, accessible and welcoming.

Human Resources

- Line-manage three members of the administration team and oversee work-placements and volunteers.
- Support the artistic director with contracting of artists and teachers and ensure that GAM's HR policies and procedures are followed.
- Attend mandatory and job-related training and/or coaching sessions as directed.
- Represent and advocate for GAM at internal and external events as required.

Office Management

- Oversee the smooth running of the office and organisational systems.
- Maintain effective systems to support administration, including contact database, course bookings and membership management ensuring that GAM's data protection policies are followed.
- Contribute to the implementation of GAM's communication strategy, overseeing website updates, drafting of e-newsletters and social media posts.
- Act as first point of contact for parents, students and visitors when necessary

General

- Any other duties within capacity as reasonably required.
- Ensure that all relevant GAM policies are followed by you and the administration team.

Person Specification

Essential experience/skills

- At least 3 years' experience in a creative sector organisation.

- Strong track record in programme delivery.
- Proven project management skills.
- Impressive written and verbal communication skills.
- Confident user of Microsoft Office programmes
- Experience in and/or strong understanding of music and/or the arts
- Experience of developing and maintaining partnerships in the creative industries sector

Essential attributes

- Can-do attitude
- Committed to diversity, equality and inclusion
- Highly organised
- Flexible approach
- Confident and articulate
- Reliable, discreet and trustworthy
- Good with children and young people

Desirable

- Experience of working in the charity sector
- Understanding of the local and/or national music/arts sector
- Degree-level qualification in an arts subject
- Equality training and/or understanding through lived experience

Gloucestershire Academy of Music is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.