

Dear Applicant,

Thank you for your interest in Drake Music Scotland's post of **Figurenotes Officer Maternity Cover**.

Please find the Job Description and Person Specification attached below and the Equal Opportunities Monitoring form is available to download from the website.

To apply, please email your CV, covering letter (no longer than 2 sides) and completed Equal Opportunities Monitoring Form for the attention of Emma Lines to info@drakemusicscotland.org. PDF format for CVs and covering letters would be preferred.

Your covering letter should be no more than two sides of A4 explaining the reasons for your interest in the post and how you meet the person specification. Please include information about where you saw the position advertised.

Your application should reach us no later than Monday 26th November 2018 at 5pm. Interviews will be held in the week beginning 3rd December 2018.

If you need any more information please don't hesitate to get in touch and we look forward to receiving your application.

Many thanks,

Emma Lines

Senior Programme Manager

Drake Music Scotland

JOB DESCRIPTION – Figurenotes Officer Maternity Cover

Working hours - 25.5 hours per week (part time)

Salary - £18,000 pro rata

Annual Leave - 25 days per annum pro rata

Maternity Cover – 9 months with possible extension

Line Manager - Senior Programme Manager

All other terms & conditions are as per Terms & Conditions laid out in Staff Handbook.

Background

Drake Music Scotland (DMS) was established in 1997 with the **principle aim of creating opportunities for people with disabilities and additional support needs of all ages to have access to music making.** Drake Music Scotland believes that everyone is able to participate actively in music and should have access to appropriate resources to enable them to do so. Working throughout Scotland, we aim to develop high quality provision through specialised expertise, training and the use of a range of music technologies and methodologies. Our aims include:

- Being the lead organisation in our sector, demonstrating best practice and artistic excellence in all aspects of our work
- Supporting each participant to have the highest degree of independence and control in their playing and to follow a pathway towards achieving their musical aspirations
- Producing an artistic programme including performances, creative collaborative partnerships, progressive music learning opportunities and training
- A national role and presence through key partnerships with appropriate agencies developing UK-wide and international connections

About our Commitment to Equality

Drake Music Scotland is an Equal Opportunities employer. We are committed to equality and inclusivity across our work and organisation.

We are specifically welcoming of Disabled applicants and will make any reasonable adjustments required for any part of the recruitment process, and to support you in your role.

All Disabled candidates who meet the essential criteria will be invited to interview. In addition, we are especially welcoming of other under-represented groups in the organisation including BME and LGBTQ people.

Key Aims of the Post

Working closely with other members of the Drake Music Scotland team you will support the development of the Figurenotes Business Plan and promote the use of Figurenotes to increase income generated from Figurenotes products and training in support of the wider work of Drake Music Scotland by:

- **Building the community of musicians and teachers using Figurenotes** in Scotland, the UK and beyond as the main point of contact for current and potential Figurenotes customers and providing ongoing support and training
- **Overseeing the Development of the Figurenotes software and other products** including digital and printed resources available via the Figurenotes website, liaising with designers, programmers and other external partners as required
- **Widening awareness and promoting the products and training** through various marketing and networking activities and generating sales through the use of digital media, conferences and events and other activities

Main Responsibilities

The following gives an indication of the duties and responsibilities that the post will entail, with a list of key tasks grouped under the Key Aims headings above. The exact nature of these duties and responsibilities may vary and the post-holder will be expected to work flexibly and carry out any work that is reasonably required as part of the post.

Building the community of musicians and teachers using Figurenotes

1. Be the main point of contact for Figurenotes customers and other users, maintain and build the Figurenotes website and database and gather information about and feedback from users to support the development of the Figurenotes business plan
2. Plan, organise and deliver Figurenotes training including Music Teacher's Toolbox and other events liaising with other members of the DMS team, partners and training deliverers
3. Provide technical support for software users passing requests for support to other parties as appropriate
4. Ensure Figurenotes is represented at relevant regional, national and international events and conferences, attend and present at events as appropriate
5. Monitor demand, collect customer feedback, and produce reports with information on enquiries and sales, quality of training etc, providing information for DMS personnel for reporting and fund-raising purposes

Overseeing maintenance and development of the Figurenotes software and other resources

6. Oversee creation and development of Figurenotes resources, including musical arrangements, digital and other resources, contributing to written agreements with external parties
7. Liaise with external software developers, programmers, designers, printers and other relevant personnel to create, update, and maintain Figurenotes software, apps and other products
8. Be responsible for all aspects of Figurenotes products, handling and distributing orders, maintaining appropriate stock levels and reporting annually on these levels

Widening awareness and promoting the products and training

9. Carry out promotion and awareness raising activities for Figurenotes and related products including marketing plans with targets, implement and monitor plans
10. Produce publicity and marketing materials using digital and print media and carry out (e-) marketing activities using website and online shop, social networks, blogs
11. Create and promote videos for marketing and training purposes, including software tutorials

12. Collaborating in partnership with like-minded organisations such as BBC Ten Pieces, ABRSM, Friday Afternoons and other international partners and contacts

The Artistic Director is responsible for developing the use of Figurenotes as part of Drake Music Scotland's Artistic Programme, building on the partnership with the Finnish team who created Figurenotes and other key partners. The Artistic Director is responsible for ensuring overall artistic quality and providing creative leadership.

The Senior Programme Manager is responsible for management of the project, agreeing duties and tasks with the Figurenotes Officer according to the Figurenotes Business Plan ensuring information gathering, monitoring and evaluation procedures are fully implemented. These DMS team members are jointly responsible for reporting to the Board of Trustees.

GENERAL ISSUES

The post holder will be based in the Drake Music Scotland office in Edinburgh working away from the office in other parts of Scotland and the UK from time to time.

The post holder will be expected to:

- Work as a key member of the team and contribute positively to the ongoing programme and new developments and attend Staff Meetings
- Promote the activities, products and values of Drake Music Scotland
- Be responsible for their own programme of work and liaise with project personnel in planning and scheduling
- Be prepared to work independently in the office on their own from time to time, sometimes later than normal office hours and on occasion open and close the Drake Music Scotland office and studio and operate the alarm system
- Be prepared to undertake professional development activities and attend training events to build their skills relating to the job as outlined
- Be prepared to receive sensitive information regarding clients or team members, and in that event to ensure confidentiality is respected and observed and to communicate this information only to designated personnel
- Be prepared to undergo personal checks through the PVG scheme
- Undertake all activities in compliance with Drake Music Scotland's policies and procedures

PERSONAL SPECIFICATION

ESSENTIAL

Qualifications Educated to Degree level or equivalent experience

Skills and Experience

- Knowledge and experience using Figurenotes Notation
- A good working knowledge of music notation and theory
- Publicity and marketing experience including online marketing and communication
- Good business sense and an ability to identify and maximise opportunities for income generation
- Experience and enthusiasm for IT and web based working, including knowledge of e-marketing and social media
- A creative, confident self-starter with excellent written and verbal communication skills
- Excellent organisational skills with highly developed attention to detail and high levels of accuracy
- Ability to deal effectively and efficiently with multiple workload demands and prioritise tasks appropriately and to plan and organise own programme of work
- A commitment to excellent customer service, taking a proactive approach and aiming to exceed expectations
- Excellent IT skills with knowledge of office software including word processing, databases and spreadsheets (DMS use Mac based systems, Microsoft Office software, Adobe Illustrator, Sibelius and other notation based programmes)
- Experience of record keeping, monitoring and reporting using a database or spreadsheet
- Ability to remain calm and effective in a busy and often demanding work environment
- A positive and creative attitude towards problem-solving and able to work on own initiative

- Ability to work as part of a team and an understanding of team-working principles
- Commitment to equal opportunities and an awareness of disability issues

DESIRABLE Skills and Experience

- 2 years experience working in a Marketing or Business Development role
- Knowledge of the education sector in Scotland and beyond
- Experience of working in the Charity/Arts sector or Creative Industries
- Knowledge and experience of Adobe Creative Suite and design
- Full current UK Driving Licence