

Dear Applicant,

Thank you for your interest in Drake Music Scotland's post of **Sound Explorers Project Coordinator**.

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, and completed Equal Opportunities Monitoring Form for the attention of Emma Lines to [recruitment@drakemusicscotland.org](mailto:recruitment@drakemusicscotland.org). PDF format for CVs and covering letters are 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 by Monday 18<sup>th</sup> January at 5pm. We aim to hold interviews in the week beginning 1<sup>st</sup> February with a view to the successful candidate starting at end of February/start of March. 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 – Sound Explorers Project Coordinator**

Working hours - 14 hours per week (part time)

Salary - £8,800 per annum **pro rata** based on £22,000

Annual Leave – 10 days (pro rata of 25 days full-time)

Fixed Term – 14 months

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 welcome disabled applicants and those with long-term or chronic health conditions 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.

## **About Sound Explorers**

**Sound Explorers** is a new programme of online activity devised by Drake Music Scotland funded by the Scottish Government's Youth Arts Emergency Fund.

It positively responds to the changed learning landscape for young people with additional support needs - offering a flexible and fun way to engage with and experience the benefits of music making. It will directly tackle the lack of access to music making for young people with disabilities and Additional Support Needs (ASN) caused by the Covid pandemic.

Targeting five local authorities where greatest need has been identified, we will deliver a programme of fun and interactive online music sessions for schools which will also enable pupils at home to join in music making with their class and feel less isolated and excluded.

The programme will also strengthen the sector's infrastructure, providing employment, training & CPD for our existing team of Freelance Inclusive Music Practitioners (Drake Music Scotland Associate Musicians) and Emerging Practitioners (New Trainee Associate Musicians) hit hard by the Covid-19 pandemic. It will help boost their professional practice as well as develop knowledge and skills on how to present music making sessions online engaging and inspiring young people with ASN. It will also empower teachers with music resources that they can continue to use in the longer-term.

## **The Sound Explorers Project Co-ordinator Post**

The following gives an indication of the duties and responsibilities that the post will entail, with a list of key tasks below. 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.

- Work within the timelines of the Sound Explorers programme to support the delivery of the programme objectives with guidance from the Senior Programme Manager.
- Contact Local Authorities' representatives and with their input identify suitable schools to participate in the programme
- Consult with school staff and participants on ideas for resources/themes
- Day-to-day liaison with schools and Trainee Associate Musicians involved with Sound Explorers
- Scheduling project dates with Trainees, existing Associate Musicians and Schools
- Work within set budgets to deliver the outcomes. Budgets will be agreed, and overseen by Senior Programme Manager throughout the project.
- Manage the creation of Sound Explorers resources including Figurenotes resources, web-based content and video content with Artistic Director and Figurenotes Team.
- Evaluation and compiling of documentation to report to funders with other members of the DMS team.
- Documentation and Marketing – including collecting images, video clips, social media presence. Compile evaluation materials and ensure regular updates to social media and dedicated website page for Sound Explorers.

## **General Information**

Drake Music Scotland is following Scottish Government COVID-19 guidelines and currently DMS staff are mainly working from home and will continue to do so until advice changes. The post holder will work from home independently and when official guidance allows, from the Drake Music Scotland office in Edinburgh, and 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, new developments and attend Team Meetings
- Promote the values, activities and products 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 at the DMS office base when guidance allows, sometimes later than normal office hours and on occasion open and close the office and studio and operate the alarm system
- Be prepared to undertake professional development activities including to build their skills relating to the job as outlined
- Be prepared to receive sensitive information regarding participants 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 and complete Online Safeguarding and Child Protection Training
- Undertake all activities in compliance with Drake Music Scotland's policies and procedures

## **PERSONAL SPECIFICATION**

### **ESSENTIAL**

**Qualifications** – Higher Education or the equivalent level of experience in creative industries, music education or performing arts

### **Skills and Experience**

- Knowledge, experience of arts project coordination
- A good working knowledge of education projects
- Publicity and marketing experience including online marketing and communication
- Experience and enthusiasm for IT and web-based working, including knowledge of 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 and reliability
- Excellent IT skills with knowledge of office software including word processing, databases and spreadsheets
- Experience of record keeping, monitoring and reporting using a database or spreadsheet
- Ability to remain calm and effective in a busy and demanding work environment

- 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**

- **Qualifications** - Educated to Degree level or equivalent experience
- 2 years' experience working in a project coordination role
- Knowledge of the music education sector in Scotland and beyond
- Experience of working in the Charity/Arts sector or Creative Industries
- Full current UK Driving Licence