

## **Project Manager; NEXT**

Reporting to: **BCMG Artistic Director**

Salary: **in the region of £23,000 per annum, and dependent on experience**

Contract Type: **Fixed-term contract renewed on a yearly basis for 3 years**

### **Main purpose of the post:**

Birmingham Contemporary Music Group is one of Europe's leading contemporary arts companies whose critically-acclaimed work includes concerts, tours, new music commissions and learning and participation programmes.

Birmingham Contemporary Music Group (BCMG) and Royal Birmingham Conservatoire have joined forces to offer a new and unique 1-year training programme for music students and professional musicians looking for a career as performers of contemporary music. The NEXT programme will train the Next Generation in Contemporary Music; the course will be collaboratively led by both organisations and supported by a Project Manager who will be the point of contact for all course participants and musicians. The Project Manager will be in close contact with staff and musicians of both BCMG and Royal Birmingham Conservatoire, and will be responsible for running the course activities both internally and externally.

We seek a highly motivated individual to fill this new full-time role within BCMG, working across departments and managing partnerships. Possessing a high level of communication skills, the successful candidate should have experience of working as a project manager (preferably in the music sector) and will have good relevant networks. Experience of working in the Higher Education sector would be an advantage. They should be able to work independently and ideally full time, but we will consider applications from candidates who would require more flexibility.

### **Main duties and responsibilities:**

To co-ordinate and manage the overall delivery of the NEXT project, including, but not limited to:

- Be the main point of contact for the NEXT project for all parties
- Co-ordinate programme activities between BCMG and Royal Birmingham Conservatoire
- Co-ordinate project-related performances
- Provide support to students/participants
- Liaise with Royal Birmingham Conservatoire to ensure the smooth running of the course
- Communicate with course participants and potential course participants
- Maintain the project budget
- Create project schedules and coordinate with all parties
- Liaison with BCMG staff and musicians
- Liaison with Royal Birmingham Conservatoire staff and musicians
- Manage participant recruitment and selection, including marketing and auditions
- Network and identify new opportunities for course participants

- Set up and oversee the project evaluation and monitoring
- Support reporting to project funders and contribute to additional fundraising as required
- Co-ordinate the programme steering panel
- Work with the Marketing Manager to promote NEXT activity through the website, social media and other digital means
- Contribute to a company ethos which recognises the importance of reaching a diverse audience, and is aware of barriers to participation

Working outside normal office hours from time to time (e.g. at rehearsals, concerts, projects) for which time off in lieu may be taken.

This is a full-time post but flexible working hours would be considered for the right candidate. The post is funded by a grant from Art Mentor Lucerne. The grant will be evaluated and renewed on an annual basis over a three year project period.

## **Person Specification**

### **EDUCATION/TRAINING:**

The successful candidate will be able to demonstrate sound relevant experience. Knowledge/study of music to degree level or equivalent would be a distinct advantage

### **EXPERIENCE:**

- Relevant experience of managing arts projects
- Management of projects with more than one partner
- Management of project budgets
- Experience of working in the Higher Education sector
- Experience of evaluating arts projects
- Some experience of event management would be useful
- Experience of successfully managing individual relationships through face to face, email and telephone communication
- Experience of PR and Marketing – in particular social media

### **SKILLS & ATTRIBUTES:**

- Ability to work flexibly within a matrix team, as well as without supervision
- Excellent planning and time management skills
- Excellent administrative and organisational skills
- Excellent interpersonal, written and oral communication skills
- Excellent data management skills
- Ability to create and manage successful networks and partnerships
- The ability to work with students, managing their needs and expectations
- Good working knowledge of IT programmes

### **PERSONAL CHARACTERISTICS:**

- Enjoys networking
- Ability to work alone and as part of a team

- Ability to prioritise and manage deadlines
- Ability to work flexibly and under pressure
- Attention to detail
- Ability to work some evenings and weekends (for which time off in lieu is offered)
- Happy with complexity
- Understanding of equal opportunities and diversity within the arts
- The ability to communicate effectively on many levels

A passion for the arts, and an interest in and open-mindedness towards contemporary music would be useful.

The role will be based at the BCMG office, but we envisage a significant amount of time will be spent at Royal Birmingham Conservatoire, which has a facility for hot-desking.

## **General Information about working for BCMG**

BCMG is committed to offering training and professional development to its staff.

BCMG is committed to the principle and practice of equality of opportunity for all its employees and in its recruitment of prospective employees. The Company has pledged not to discriminate on grounds of age, disability, ethnicity, gender, marital status, political affiliation, race, religion or sexual orientation in its employment practice and in the conduct of its work.

In line with BCMG's Safeguarding Policy, you may be required to be DBS-checked.

### **APPLICATION PROCEDURE**

Please email the following to [caroline@bcmg.org.uk](mailto:caroline@bcmg.org.uk)  
or post to Caroline Newton, Executive Producer, BCMG, CBSO Centre, Berkley Street, Birmingham B1 2LF:

- A letter of application telling us why you would like the job and what you would bring to BCMG as *Project Manager, NEXT* with particular reference to any relevant experience in your career to date. Please include details of your current salary. Please also include details of where you heard about the vacancy.
- Your CV and the names and contact details of two referees.
- A completed Diversity Monitoring form

The closing date for applications is 25 June at 10am. We will contact all applicants once shortlisting is completed.

If you are shortlisted for interview, this will take place during early July in Birmingham.

For further details please contact [caroline@bcmg.org.uk](mailto:caroline@bcmg.org.uk) or phone 0121 616 2623

**Birmingham  
Contemporary  
Music Group**



**About Birmingham Contemporary Music Group (BCMG)**

BCMG is recognised as a world-leading, new music ensemble, acclaimed internationally for its excellent performances, ambitious commissions and high-quality learning programme. Since its foundation in 1987, BCMG has:

- Reached more than 10 million people;
- Given more than 500 concerts in over 190 venues;
- Performed across the UK and in Europe, Mexico, India and the USA; and
- Commissioned and premiered over 175 new works helping to launch the careers of many notable composers mainly through our renowned Sound Investment scheme.

[www.bcmg.org.uk](http://www.bcmg.org.uk)



**About Royal Birmingham Conservatoire**

Part of Birmingham City University, Royal Birmingham Conservatoire is a world-class institution providing exceptional training for the musicians, actors, stage managers and performers of the future. Its outstanding facilities attract the best and brightest students to Birmingham, along with internationally renowned performers and teachers. With limitless collaboration opportunities for staff and students, the Conservatoire is a stimulating environment with an international reputation which celebrates diversity.

[www.bcu.ac.uk/conservatoire](http://www.bcu.ac.uk/conservatoire)

## DIVERSITY MONITORING FORM

BCMG aims to build an environment that can nourish diversity in all aspects of its delivery. Every individual who comes into contact with the company, whether composer, performer, audience member, project participant, board member or employee brings a unique experience to bear on their relationship with BCMG and its music.

With this in mind you are invited to complete and return this form to help BCMG continue to monitor and develop the diversity of its work. The answers you provide will be treated as confidential and not seen by any people shortlisting or interviewing.

Any subsequent use of data will be aggregated and anonymous.

Please leave blank any questions you would prefer not to answer.

**Name** \_\_\_\_\_

**Gender**      Female   ☐                      Male   ☐

**Please indicate your age & birth date below:**

0-19 years                      ☐      **Birth date** \_\_ / \_\_ / \_\_\_\_

20-34 years                      ☐      **Birth date** \_\_ / \_\_ / \_\_\_\_

35-49 years                      ☐      **Birth date** \_\_ / \_\_ / \_\_\_\_

50-64 years                      ☐      **Birth date** \_\_ / \_\_ / \_\_\_\_

65+ years                      ☐      **Birth date** \_\_ / \_\_ / \_\_\_\_

**Town/city of residence** \_\_\_\_\_ **Postcode** \_\_\_\_\_

**Do you consider yourself to be disabled?**      Yes   ☐      No   ☐

**Are you registered disabled?**      Yes   ☐      No   ☐

**What is your nationality?** \_\_\_\_\_

**How would you describe your ethnic group?**

Choose one option that best describes your ethnic group or background:

**White**

- ☐ English / Welsh / Scottish / Northern Irish / British
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other White background, please describe \_\_\_\_\_

**Mixed / Multiple ethnic groups**

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed / Multiple ethnic background, please describe \_\_\_\_\_

**Asian / Asian British**

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background, please describe \_\_\_\_\_

**Black / African / Caribbean / Black British**

- ☐ African
- ☐ Caribbean
- ☐ Any other Black / African / Caribbean background, please describe \_\_\_\_\_

**Other ethnic group**

- ☐ Arab
- ☐ Any other ethnic group, please describe \_\_\_\_\_

**Religion or belief**

\_\_\_\_\_ (please specify)                      ☐      No religion or belief