



**Brent
Music
Academy**

Brent Music Academy Pathways and Programme Manager Job Description

ROLE

Contract: Permanent, part-time

Start date: mid-October/1st Nov, must be able to attend Saturday October 12th workshop

Salary: £35,000 – £43,000, FTE depending on experience, pro rata at 60%

Reports to: BMA Director

Working hours: Must be available on Saturdays. Flexible working for other aspects of the role, with the ability to meet on a Thursday or Friday with the Director

Location: Office space will be available at a Brent location when required, with flexibility to include home working when possible within the duties of the role.

BRENT MUSIC ACADEMY

Brent Music Academy (BMA) is an exciting new charitable organisation providing accelerated music, performance and industry opportunities coupled with pastoral and financial support to eliminate barriers to the music industry for young people from diverse backgrounds in the London borough of Brent and surrounding areas. Initially devised by long-time partners the Royal Philharmonic Orchestra (RPO) and Brent Music Service (BMS), BMA will address identified gaps in the existing music industry pipeline, working closely with partner organisations (including RPO, BMS, Institute of Contemporary Music Performance, Brent Black Music Co-op, Brent Council and others), families and educators to identify young people displaying relevant aptitude or ability – regardless of background or prior achievement – and design supported pathways into professional training, performance, work experience and industry opportunities. From small and large mixed ensemble and creative music opportunities (Performance Pathway) to music business, production and administration training and project work (Industry Pathway), BMA will offer the highest quality experiences to talented young people from all genres/musical backgrounds, irrespective of socioeconomic or other barriers, with the aim of creating inclusive progression routes and pathways into the wider music industry.

PURPOSE OF POST

Working with the BMA Director, this role is responsible for the organisation and oversight of the two pathway programs. The postholder will play a key part in driving the Academy culture, placing inclusion and excellence at the heart of everything the Academy works to achieve.



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JOB OUTLINE

Pathways Management

- In consultation with the BMA Director, Steering Group and the existing team of professional facilitators, ensure the consistency and quality of teaching meets the desired learning objectives and outcomes of BMA by supporting workshop leaders to plan their modules, including benchmarks for progress at different ages/stages of development.
- Ensure workshop content is relevant and appropriate for young musicians from all genres or styles, with a focus on aural and structural elements of music, advanced musicianship skills and creativity, without over-reliance on traditional Western pedagogical techniques, notations or repertoire.
- In consultation with the BMA Director and workshop leaders, ensure each pathway is broad and inclusive of the widest range of industry topics and specialisms, with ample opportunities to experience and develop skills across music business, administration, live events and production.
- Develop processes to monitor the success of the programme to drive student progression, including benchmarks for progress and methodologies for checking and reporting on progress.
- With support from the BMA Director, effectively articulate content and ethos of the programme to all staff and musicians delivering activity, including delivering training and providing ongoing appraisal and feedback on performance.
- Continue to refine and develop the programme as required, keeping in line with best practice, student need and practical considerations of the Academy.

Student Recruitment Support

- Create and monitor online recruitment materials, including Google forms and other data collection processes.
- Disseminate recruitment materials widely to potential participants, including through partner organisations, public forums, and researching additional dissemination pathways to ensure a broad pool of referrals.
- Liaise regularly with the Academy Director with regards to recruitment progress, noting any teething issues or challenges during the initial recruitment phases of the organisation.
- In support of the Academy Director, initiate and maintain good working relationships with partner music and youth organisations in the borough, ensuring open dialogue around recruitment is maintained.

Participant Records/Liaison

- Maintain detailed records of all families in contact with the Academy, from recruitment through delivery phases.
- Communicate effectively and efficiently with Academy parents, including via phone and email correspondence.
- Provide on-the-day pastoral assistance to families and participants during delivery, acting as the first port of call for questions or concerns.
- Maintain clear Academy student records, collating information from all Academy staff in contact with individuals, including mentors, cohort leaders, and supporting musicians. Ensure student records are maintained to enable progression to be monitored and opportunities to be signposted.

Logistical Delivery

- Maintain the Academy schedule, booking activity facilitators and supporting musicians as required, and ensuring all delivery staff have the relevant information and materials to deliver high-quality sessions.
- Research and approach suitable delivery venues and make room or space bookings as required.
- Maintain positive working relationships with all venue contacts.
- In consultation with activity facilitators, ensure all required equipment, instruments or resources are available for delivery sessions.
- Monitor payment processes for all delivery staff, ensuring timely and accurate payment is undertaken and activities are delivered to budget (with support from Director).
- With support of the Academy Director, ensure all safeguarding and health & safety policies are set up and maintained throughout delivery.
- Attend sessions to provide on-the-day pastoral and project management support, including chaperoning young people at break times, facilitating movement from small to large group activities and moving relevant equipment/resources/instruments.

Safeguarding

- Be trained at Designated Safeguarding Officer level and work with the Academy Director to support more complex child and adult protection concerns or decisions as required
- Process DBS checks for all musicians, contractors and staff as required
- Ensure Safeguarding, accessibility and Health & Safety considerations are taken into account at all stages of event planning and delivery
- Maintain the highest levels of professionalism in handling confidential data, information and disclosures from individuals, organisations and service users

General

- Participate in ongoing evaluation with the Brent Music Academy Steering Group, constructively contributing to the refinement of the programme model and structure to achieve best results.
- Respond to general enquiries by telephone, e-mail and letter
- Maintain office systems including filing, contact files, databases and financial spreadsheets
- Maintain up to date knowledge of music education policy and financial implications
- Participate in team and whole staff activities and training

PERSON SPECIFICATION

Essential

- Evidence of experience and understanding of the professional music industry, in the broadest sense
- Demonstrable track record of working in creative music education contexts with young people from diverse backgrounds
- Evidence of a high degree of understanding of various styles of music pedagogy and theory
- Experience of educational leadership and innovation
- Excellent organisation and leadership skills
- Evidence of a strategic mindset
- Evidence of experience successfully working in an arts education project management capacity
- Evidence of ability to apply quality management principles and processes
- Excellent communication skills including working effectively with a variety of audiences including children, young people, parents, professional musicians and stakeholders

- Ability to develop excellent trusted working relationships with key external partners at a senior level
- Strong team worker, with an ability to work in partnership with other key staff to deliver a high quality product
- A commitment to diversity and inclusion
- Comfortable identifying and training staff, providing support where necessary to ensure excellence across delivery
- Ability to maintain clear and accurate computerised and manual records
- High levels of professionalism and discretion, particularly with regards to sensitive data
- Excellent IT skills with the ability to use the range of standard software packages
- A pro-active approach to work and problem-solving, and the ability to spot and deal with issues as they occur

*This post includes lifting and carrying musical instruments and equipment up to 50 pounds

Desirable

- Education qualification such as PGCE, QTS
- Ability to confidently facilitate group-based creative music tuition
- Understanding of current music education initiatives and policy
- Demonstrable track record of organising small and large scale performances
- Knowledge of music production, including music technology
- Knowledge of musical instruments and materials
- Experience of safeguarding processes and child protection (training will be provided)

The position involves working with children and young people; therefore the appointment will be subject to an Enhanced Disclosure & Barring Service check.

We especially welcome applicants from backgrounds that are representative of communities within Brent and / or those who are currently underrepresented in the music industry.

To apply visit www.brentmusicacademy.com/join-our-team

Please contact BMA Director, Becky McChrystal on becky@brentmusicacademy.com for an informal discussion about the role, to discuss any reasonable adjustments you may need to take on this role and/or to arrange to observe on of our Saturdays sessions.



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