

Producer (Music for Life)

Job Description

Job Title:	Producer (Music for Life)
Hours of Work:	21 hours/week
Salary:	£28,840 pro rata/FTE
Contract Type:	Fixed term, 2 years
Benefits:	22 days' annual leave (pro rata/FTE) + bank holidays Access to private health insurance and Employee Assistance Programme Training and development opportunities
Reporting to:	Senior Programme Manager (Music for Life)

Role Overview

To manage and develop activity across the Music for Life programme, working closely with the Senior Programme Manager (Music for Life) as well as colleagues in the Wigmore Hall Learning department, musicians, facilitators, care staff, and people living with dementia and their families.

Background

Since 1994, Wigmore Hall's renowned Learning programme has been giving people of all ages and backgrounds opportunities to take part in creative music making, engaging a broad and diverse range of people through in-person and online creative projects, concerts, workshops and resources.

We are passionate about the impact music can have on our lives and on our society, and three core values lie at the heart of our programme: creativity, collaboration and equality. These values reflect the spirit of chamber music, and we embody them through quality, co-created music making, through which

every voice is heard and equally valued.

We collaborate with a range of community, education, arts, health and social care organisations, working in partnership to engage people who might not otherwise have the opportunity to take part.

Music for Life is a pioneering programme for people living with dementia and their families, friends and carers, founded by Linda Rose in 1993 and led by Wigmore Hall since 2009. The programme encompasses a wide range of projects and events in care settings, community settings, online and at Wigmore Hall itself including:

- Singing with Friends, a weekly choir (taking place on Tuesdays) for families living with dementia taking place at Wigmore Hall and online, in partnership with Royal Academy of Music and Resonate Arts
- Creative, improvisation-based projects in residential care settings, including projects in partnership with Jewish Care
- Creative, improvisation-based projects with people with young onset dementia and their families and carers
- Concerts and creative workshops at Wigmore Hall and other venues for people living independently/at home in partnership with Royal Academy of Music and Resonate Arts
- An online project for people living with a rare dementia in partnership with Royal Academy of Music and UCL Rare Dementia Support
- Training and development opportunities for musicians, and training programmes for organisations developing work inspired by Music for Life

Duties and Responsibilities

Projects and Events

- To co-ordinate and manage Music for Life activity at Wigmore Hall, partner settings and online, ensuring the smooth planning and running of projects including:

- Liaising with freelance artists and facilitators
- Liaising with colleagues at Wigmore Hall and partner organisations to manage operations and arrange logistics
- Communicating with participants as appropriate
- Identifying project development opportunities and shaping activity where appropriate in collaboration with the Senior Programme Manager
- Arranging recordings and photography, preparing footage and images for dissemination as appropriate

Safeguarding

- To liaise with the Producer/Administrator (Learning) to ensure the timely processing of DBS checks and references for freelance Music for Life artists in line with Wigmore Hall's safeguarding policy
- To ensure all activity is led in line with Wigmore Hall Learning's safeguarding policy, including:
 - Preparing risk assessments for activity
 - Ensuring artists have been appropriately briefed on Wigmore Hall's safeguarding policy as well as the safeguarding policies of partner organisations where appropriate

Monitoring, Evaluation and Reflective Practice

- To facilitate reflective debriefs with Music for Life project teams
- To work with the Senior Programme Manager and Music for Life musicians to devise and co-ordinate musician development days
- To work with the Senior Programme Manager to ensure projects and events, and their associated data, are recorded and monitored appropriately
- To support and contribute to the evaluation of activity, including the writing and/or collation of project reports, in line with Wigmore Hall's safeguarding and privacy policies

Finance and Contracts

- To work with the Producer/Administrator (Learning) to process Music for Life artist contracts in a timely manner

- To work with the Finance department and colleagues in the Learning department to ensure that income and expenditure is processed and monitored efficiently, ensuring the Music for Life budget is kept up-to-date and in line with projections

Fundraising

- To contribute to applications to trusts, foundations and individual donors where appropriate
- To support the Development department with donor relations, meeting and liaising with funders where appropriate
- To work with the Senior Programme Manager and other colleagues in the Learning and Development departments to prepare reports and information for trusts, foundations and other funding bodies

Marketing, Communication and Advocacy

- To provide relevant copy and information relating to Music for Life for publicity material, programmes, promotional emails and the Wigmore Hall website
- To liaise with designers, web developers and printers to create marketing material related to Music for Life
- To liaise with Marketing and Development departments to raise awareness of Music for Life activity with Wigmore Hall staff, audiences, donors and general public
- To liaise with the Marketing department to share Music for Life event and project footage, images and quotes via the Wigmore Hall website and social media channels as appropriate and in line with Wigmore Hall's safeguarding and privacy policies

General

- To carry out all responsibilities in line with Wigmore Hall Learning's values and principles
- To maintain accurate and up-to-date individual and organisational records related to Music for Life
- To take part in individual, departmental and organisational training as appropriate
- To carry out any other associated duties that may be reasonably required by the Senior Programme Manager or Learning Director

This position will involve a combination of office work (either at home or at the Wigmore Hall offices), and working at events at Wigmore Hall and at partner settings across London. Travel beyond usual journeys to and from the Wigmore Hall will be reimbursed.

We are a flexible employer and can accommodate different working patterns as far as possible, but please note this role includes managing events at fixed times. As a department we strive to support one another, share events and cover availability clashes wherever possible.

We would love to hear from you if you have the following **experience, skills, qualities and interests**:

Essential

- Experience of co-ordinating/managing projects/events
- An interest in participatory arts
- Shared passion for Wigmore Hall Learning's values
- Strong project management, organisational and administration skills, with good attention to detail
- Strong collaboration, communication and interpersonal skills
- Strong time management and prioritisation skills, and an ability to manage multiple priorities and a diverse workload
- Experience of managing or co-ordinating finances and budgets
- Good working knowledge of Excel, Word and Outlook
- Knowledge of good practice in safeguarding
- A commitment to workforce development and reflective practice; a willingness to learn from others, to be flexible and adaptable, to share your perspective with others, and to nurture your own and your colleagues' professional development, encouraging a culture of learning, honesty and trust
- Empathetic, open and supportive attitude
- A commitment to inclusive and trauma-informed practice
- A commitment to social justice

Desirable - *These are not essential, but we would be interested to hear about any of the following experience, skills, qualities or interests you may have:*

- Experience of co-ordinating/managing participatory arts events
- An interest in and/or experience of working in participatory music making
- Experience working with people living with dementia and their caregivers
- Experience in contributing to evaluative reports
- Experience of working with health or social care organisations
- Experience of producing online events

We are committed to the safeguarding of all the people with whom we work; their wellbeing and safety is of paramount importance. We expect all our staff to respect the rights and dignity of participants, colleagues and partners, and to work in a way that promotes the safety and wellbeing of everyone involved. In accordance with Wigmore Hall's [Safeguarding and Safer Recruitment Policy](#), appointment is subject to references and an enhanced DBS check (which we can issue for you), and the successful candidate will be required to take part in safeguarding training as appropriate.

You must be eligible to work legally in the UK in order to apply for this role.

Wigmore Hall is committed to being a fair and inclusive employer. We recognise the positive value of diversity, promote equality and challenge discrimination, and we welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from people of African, Caribbean and Asian heritage, and other ethnically diverse groups, as well as Deaf, disabled and trans candidates, as they are currently under-represented in our workforce.