

Job Description Programme Manager, AYM

Line Manager: Head of Artist Development
Line Manages: Programmes Assistant, Artist Development

Other team members: Programme Manager, BPYAP
Programme Manager, Residencies
Assistant Producer, BPYAP

Terms: Full time, permanent

The places of work are mainly Snape Maltings in Snape and occasionally The Red House in Aldeburgh, with travel to other locations (mostly in Suffolk) when necessary. Some working from home will be possible in line with our WFH policy.

Britten Pears Arts' mission

Britten Pears Arts is a pioneering cultural charity based in Suffolk. It emerged from the determination of composer Benjamin Britten and his partner, singer Peter Pears, to ensure that everyone could enjoy and experience music. Britten Pears Arts aims to continue their legacy to develop talent, celebrate their heritage and engage with communities.

We use music to transform people's lives, to bring communities together and enhance daily life. We want the arts to effect powerful positive change in, and for, society; or, as Britten himself would have put it, making the arts "useful."

Our vision is to be both a locally relevant and internationally recognised cultural organisation. We recognise our value to the local community as an organisation firmly rooted in the Suffolk countryside. In many ways, we are one of a kind. We offer innovative learning and training in music and heritage, opportunities to experience world-class performance, and work with freelance musicians and artists to deliver outstanding experiences.

www.brittenpearsarts.org

Aldeburgh Young Musicians at Britten Pears Arts

Aldeburgh Young Musicians (AYM) is a progressive artist development programme for musicians aged 10-18, run by Britten Pears Arts. Part of the national network of Centres for Advanced Training, Aldeburgh Young Musicians facilitates the musical development of around 30 young people, unlocking their potential through a range of inspirational and immersive residential courses and additional activities.

Members of AYM have access to some of the best musical training on offer, collaborating with expert professional musicians and like-minded peers to explore a diverse range of musical styles and approaches. Through interactive music activities with an emphasis on autonomy, AYM's are encouraged to innovate as their creative selves.

Each AYM experience is unique. We work with a vibrant range of inspirational professionals who bring their own individual approach, expertise, and experiences to the programme.

Role overview

The Programme Manager, AYM, leads on the delivery of all aspects of Aldeburgh Young Musicians and its recruitment process. They will develop a close working relationship with all young artists and professional artists, being their main liaison and working closely with each artist to create the most beneficial mix of opportunities for the young artists, whilst keeping in mind the overall direction & vision of the programme. The Programme Manager will initiate conversations and liaise with industry professionals engaged in the Programme.

This role reports to the Head of Artist Development and works with them on strategic planning. The role is supported (part-time) by a Programmes Assistant (to be recruited).

This role will suit a confident and experienced arts manager or Producer who is excited by the idea of being given autonomy and responsibility for the delivery of this high-profile strand of work within Britten Pears Arts. Whilst the Head of Artist Development is the overall artistic director for the programme, we are looking for someone who is willing to bring their own ideas, and able to turn them into reality. You will be resourceful and use your initiative and you will be committed to Young People's music education & artist development. Furthermore, this role will suit an excellent communicator who finds it easy to build respectful, lasting relationships with people – including under 18s – operating at all levels in the arts & beyond.

Key duties

- Working with the Head of Artist Development to plan and programme activities for AYM projects, contracting and liaising with lead artists.
- Taking responsibility for the smooth and timely delivery of all AYM projects, ensuring all activity stays within budget.
- Being the main point of contact for AYM Artists and their parents/guardians, shaping each bespoke AYM journey by developing, and delivering on, an Individual Learning Plan.
- Develop a rapport with the AYM Community: Young Artists, parents, guardians, professional artists and other stakeholders. Offering advice and support on an ad-hoc basis to the young people, particularly regarding further education opportunities.
- Looking after the wellbeing and safeguarding of AYM Artists as a Designated Safeguarding Officer, supported by the DSM, whilst they attend AYM activities.
- Overseeing all logistical elements with the Programmes Assistant, such as schedules, travel, accommodation, catering, music hire, venue management, concert management, contracts and dealing with invoices in a timely manner, some of which will also be delivered by the Britten Pears Arts administration team.
- Recruiting, training and coordinating overnight chaperones

- Overseeing the completion of BOPAs along with the administration team, ensuring all performances are licenced with the local authority and are overseen by licenced chaperones.
- Leading the programme's application processes, including taster day events, applications, auditions, artistic & selection panel recruitment.
- Leading on the programme's evaluation, collecting relevant data and using this to improve the programme's reach and actively support the organisation's EDI strategy.
- Working with the other Programme Managers and Producers in the Music Programme to design and identify opportunities for collaboration.
- Alongside the Head of Artist Development, building and maintaining partnerships with other organisations and artists, attending conferences where appropriate to broaden networks and encourage greater visibility to the programme, particularly in line with our EDI strategy. This will include proactively developing relationships with local Music Hubs, initiatives, and providers.
- Creating, managing, and reconciling large and sometimes complex income and expenditure budgets.
- Working with the Development department – particularly the Trusts & Foundations Manager – to ensure that all funders' needs and requests are met, including supporting the writing of bids (with HoD and Trusts & Foundation Manager) and writing reports in liaison with the Head of Artist Development, as well as overseeing the administration of AYM's financial support packages, which is formed of grants and bursaries.
- Along with the Head of Artist Development, leading on BPA's (and specifically AYM's) relationship with the Department for Education Music and Dance Scheme, attending regular MDS scheme meetings, writing bids and reporting.
- Working with the Marketing & Communications department to ensure all public-facing material is correctly captured and advertised in a timely manner, and providing copy for relevant events.
- Contributing to the Director of Music & Head of Artist Development's vision for Artist Development at BPA, through one-to-one and Editorial meetings.
- Deputising for the Head of Artist Development and representing Britten Pears Arts externally where suitable.

EXPERIENCE & SKILLS REQUIRED

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none">• At least three years of relevant experience in an arts organisation or as freelancer• Experience of delegating work, and effectively managing large, and occasionally pressurised workloads and complex, multi-faceted, projects• Knowledge of programming, and love for many genres of music and interdisciplinary art• An understanding of the needs of artists to produce their best work• An understanding of the needs of children and young people• An understanding of safeguarding around children and young people• An understanding of large and sometimes complex budgets	<ul style="list-style-type: none">• Experience of working with professional artists from different backgrounds• Knowledge and advocate of Healthy Musicianship (Physical, Mental, Hearing)
Skills/Knowledge	<ul style="list-style-type: none">• Excellent computer skills• Superb written and verbal communication skills	<ul style="list-style-type: none">• Working knowledge of music technology hardware and software• Understanding of National and Local Music Education agendas and initiatives
Ability/aptitude	<ul style="list-style-type: none">• The ability to critically assess, evaluate, and report on, the development of artistic and interpersonal skills, especially in young people• The ability to identify talent and potential, and the understanding of how to nurture this• The ability to connect with people at all levels and maintaining good, respectful relationships• Advocate of Diversity and Inclusion	<ul style="list-style-type: none">• Ability to read music, a general understanding of typical repertoire and ensemble arrangements
Additional Requirements	<ul style="list-style-type: none">• Ability and willingness to work flexible and unsocial hours if required to fulfill the role	

	<ul style="list-style-type: none"> • Comply with Britten Pears Arts' Enhanced DBS Check regulations • Driving license and own transport (BPA is a rural organisation, and this role will be based at two sites that have no public transport between them) • Able to attend networking and other meetings – representing Britten Pears Arts with integrity and professionalism locally, regionally, potentially also nationally and internationally 	
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If you would like an informal conversation about the role prior to applying, please be in touch with Rebecca Merritt (Head of Artist Development) rmerritt@brittenpearsarts.org.