



# HMDT MUSIC PROJECTS ASSISTANT

## JOB DESCRIPTION

<b>POST TITLE:</b>	Projects Assistant
<b>DURATION:</b>	Twelve Months (Full-time, with possibility of extension to permanent post)
<b>SALARY:</b>	£16,000 per annum, plus 28 days holiday.
<b>PROBATION PERIOD:</b>	Three months
<b>NOTICE PERIOD:</b>	One week during first three months, one month thereafter
<b>REPORTS TO:</b>	General Director and Creative Director

### JOB CONTEXT

**HMDT Music**, twice winner of the Royal Philharmonic Society Award for Education, is a dynamic charity, which creates a variety of music projects encompassing a broad range of cultural traditions and talents, working closely with schools and many other organisations to sustain a legacy of music education for people of all ages and abilities in Hackney and beyond.

HMDT Music is a leader in developing inspiring arts projects, both in the UK and internationally, which support other areas of learning across the curriculum, and increases access to high quality musical experiences by commissioning new performance works, creating enduring partnerships with artists and other arts organisations, and sustaining an extensive outreach programme to schools and the community.

Projects are designed to be part of long-term developments, which leave a lasting legacy for the participants.

***Hackney Music Development Trust is one of the very few idealistic, altruistic organisations... which advocates the use of music in human development ... genuine heroes. The Times***

The **Projects Assistant** is one of the four members of the HMDT Music management team, and will assist the Directors, the SP Coordinator and other agents in the delivery of its programme of activities.

## **I PURPOSE OF THE POSITION**

The **Projects Assistant** will work with the Directors and the SP Coordinator as fourth member of the senior management team. The role includes, but is not limited to, developing, organising, implementing, monitoring and evaluating music-based projects, both in-schools and community based. S/he will be responsible for assisting in the management of projects (with particular emphasis on HMDT Music's Saturday Programme and the JJJ Academy) and will help raise the profile of HMDT Music and its work through electronic marketing and PR activities. The Projects Assistant will also be responsible for helping the Directors and other staff to maintain relationships with the Trust's many partners and play a role in developing the long-term vision for HMDT's work.

## **MAIN TASKS**

### **Schools & Community Outreach and Training Programmes**

- Assist in the running of HMDT Music's Saturday Programme.
- Be responsible for supporting HMDT Music staff and tutorial staff at the Saturday Programme in an assisting capacity, accepting higher responsibility when necessary.
- Assist HMDT's Creative Director and individual Project Managers in the effective running, implementation and evaluation of a variety of in-school and community based music-education projects.
- Develop administrative, information technology, and other systems to optimise Company efficiency.
- Act as a primary contact between the Trust and its clients, partners, and the local community, providing information, advice and guidance as needed.
- Assist in the creation of and provide support for special events such as festivals, seminars and performances on behalf of HMDT Music.

### **Marketing and Management**

- Assist the General Director and other staff to ensure that the day-to-day administration of the Company runs smoothly.
- Help develop and implement strategies for marketing the Trust's activities.
- Contribute to the development of new projects as/if required.
- Assist senior staff to prepare funding proposals and editing of marketing materials as/if required.

### **Teachers and Schools**

- Liaise with teachers, education staff and community organisations to ensure the effective running of arts projects in schools and community settings.

### **Monitoring and Evaluation**

- Help develop and implement monitoring systems for individual arts projects and assist the Directors to evaluate outcomes of project work.
- Help to monitor and evaluate all education and community projects with participants, staff and partner organisations including ensuring projects are monitored and agreed outcomes and targets are achieved.
- Collate project paperwork and participation statistics and assist with writing reports for funders.

### **Arts and Education Initiatives**

- Research and assess information about current education and arts initiatives.
- Help to maintain links with other creative and education organisations.
- To operate within the framework of the Trust's policy commitments and within existing laws, particularly in terms of employment, equalities and Health and Safety.

### **General**

- Work with the whole HMDT Music team to ensure the successful development of HMDT Music.
- Take on any other duties as mutually agreed with the Directors.

Please note, this job description is a guide to the nature of the work required of the Projects Assistant. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the Directors as required. This post is a developing function. It is expected that the post holder will work flexibly, undertaking a range of duties, which are within the scope of the post and the competency of the post holder. The list of key accountabilities is neither exclusive nor exhaustive.

### **Flexibility**

The post holder **MUST** be able to work on Saturdays during term time (in lieu of a weekday), outside normal office hours if required, and from time to time, take on other duties according to the demands of the Company, reflecting the requirements of our artistic teams and the partners with whom we work. The post holder must be able to travel to various sites and is required to undertake a CRB disclosure check.

## **PROJECTS ASSISTANT PERSON SPECIFICATION**

The post holder will be expected to operate efficiently and must be able to conduct affairs effectively in the private, public and voluntary sectors. The post holder must have a music background and should have a good working knowledge of practical and policy issues affecting music education and training within schools and in the community, a good understanding of arts funding issues, excellent communications skills and be able to manage an array of tasks under some pressure. Working on his/her own initiative, a high level of skill and competence will be needed in relation to advocacy, presentation (oral and written), organising and administration.

### **ESSENTIAL EXPERIENCE**

- A minimum of 1 year experience in an arts or arts education environment.
- Experience as a musician (instrumentalist or singer) and/or proficiency in and an understanding of musical training.
- Experience of working directly with the public, successfully helping them to meet identified needs.

### **SKILLS**

- Ability to think laterally, work independently, meet deadlines and prioritise a complex workload.
- Highly developed administrative and organisational skills.
- Capacity to oversee projects with clear objectives.
- Ability to work effectively with flexibility, with energy, drive and enthusiasm and contribute positively to a team environment.
- Ability to evaluate projects against specific criteria, and produce monitoring reports and small budgets.
- Ability to liaise with the public and provide effective customer service.
- Exceptional presentation skills and the ability to communicate your creativity and vision effectively both verbally and in writing.
- Ability to influence and negotiate effectively.
- Computer literacy including Word, Excel, and Outlook (PC and MAC) and the ability to use IT effectively to support administrative functions.

- Knowledge of databases and how to manipulate data for reporting is also desirable.

## **KNOWLEDGE & UNDERSTANDING**

- Extensive understanding of music education and ideally also community arts.
- A sound musical knowledge and a passion for the role music can play in enhancing the lives of all members of the community.
- Knowledge of current issues in relation to the funding of music and arts education and projects.
- A keen interest in other art forms and the creation of new works.
- Knowledge and commitment to strategies to ensure equal opportunities in relation to the Trust's work.

## **DESIRABLE**

### **AREAS OF EXPERIENCE AND KNOWLEDGE**

- Experience of working within an inner city environment.
- Knowledge and skills in the area of marketing and PR, including the use of electronic media as marketing tools.
- Experience of teaching music, an instrument or working with choirs or Early Years and a knowledge of or willingness to embrace a wide range of musical genres and art forms.
- Knowledge and understanding of the principles and practical workings of music and arts education in schools and community settings.
- Experience of working with educational establishments and participants of all ages.

### **Type of Contract**

This post is offered on a fixed-term basis with the possibility of extension to a permanent basis, and is subject to a three month probationary period. The post will be full-time as outlined above.

### **Working Hours**

This post is offered on a full-time basis. The post holder will be required to attend Saturdays in term time and occasional evening and weekend events.

This post is a developing one and it is expected that the post holder will work flexibly, undertaking a range of duties, which are within the scope of the post and the competency of the post holder. The list of key accountabilities is neither exclusive nor exhaustive.