



Project Manager: Reaching Out

Section 1: What is Making Music and what do we do?

Vision

Everyone has opportunities within reach to make and present their kind of music with others.

Mission

Making Music is a membership organisation which supports, stands up for and celebrates groups of people making and presenting music together in their leisure time across the UK.

In the next five years Making Music will ...

1. Help Making Music groups become stronger and better able to connect with new members and audiences
2. Stand up for and celebrate Making Music groups, their members, and others coming together to make or present music in their leisure time across the UK
3. Invite and welcome all kinds of music groups to become part of the Making Music community

We are now seeking a project manager to help us achieve this third priority.

Section 2: Post Summary/Brief

Envisaged as a part-time fixed-term post, 2 days per week for 11 months, 1 day per week for 3 months. Hours could be and may need to be worked flexibly; instead we will also consider commissioning the work from a freelance project manager. Either way, working on this project will entail being based in or spending a considerable portion of the contract at our London office, and may also require travel throughout the UK.

Location: 8 Holyrood Street, London SE1 2EL
Salary: £27,000 per annum pro rata (freelance fee £12,938)
Reporting to: Executive Director

Section 3: Job/Project purpose

This project is 50% funded through Arts Council England Grants for the Arts funding. The aim of the project is to research how Making Music can be made accessible to all kinds of music groups of all musical genres, so that its services and development opportunities can benefit a wider range of music-makers and their communities.

The research should result in a report and action plan for implementation by Making Music, setting out appropriate membership categories, services, communication channels and language changes, and detailing organisational and staffing alterations required to enable Making Music to reach and support a more diverse range of leisure-time music groups.

The project manager will be working closely in particular with the Executive Director, the Membership & Services Manager and a sub-committee of the Board of Directors.

Section 4: Main Duties:

Research, produce and present a report with recommendations for action by Making Music's Board of Directors and staff

1. **Research** into:
 - what leisure-time music groups exist in all musical genres
 - what support, if any, leisure-time music groups of differing musical genres need, in terms of the type of membership services Making Music provides:
 - practical (e.g. organising a group, recruiting members, promoting events, etc.)
 - artistic (e.g. performance opportunities, engaging professional artists, music, etc.)
 - lobbying/advocacy, speaking as the voice of the sector
 - Provided Making Music could offer useful support to leisure-time music groups of all kinds of musical genres, research into:
 - How Making Music can best reach such groups (communication channels?)
 - What methods or language use would be appropriate to reach such groups
2. In conjunction with staff at Making Music, **develop a set of recommendations** for Making Music relating to membership services, staffing requirements, communications, training needs, Board make-up, constitution, type of memberships etc. which will in future allow a wider range of leisure-time music groups to benefit from Making Music support
3. Alongside Making Music staff, **present** the resulting report to Making Music Board of Directors, members, and the wider network of Making Music partners and stakeholders

Activity envisaged:

- One-to-one consultations with individuals heading music network organisations (6+)
- One-to-one consultations with individuals heading a range of music groups not of the charitable classical repertoire type currently predominant in Making Music (6+)
- Focus groups (4+) with practitioners and leisure-time music group representatives (5+ per group) of genres not/not strongly represented in current Making Music membership
- Quantitative research?
- Sessions with Making Music staff, volunteers and Board (3+)
- Presentation to Making Music members (5+ events)
- Presentation to the wider music sector (1)

Activity may need to adapt and vary through the project, depending on early findings.

Section 5: Person Specification

Experience - essential

- Knowledge and experience of leisure-time music groups and leisure-time musicians
- Knowledge and experience of a wide range of musical genres
- Work with diverse groups of people
- Experience of designing and carrying out quantitative research
- Experience of designing and carrying out qualitative research (one-to-one, small or larger groups), and maximizing learning from such research
- Ability to communicate confidently, clearly and inclusively, in person and in writing
- Ability to facilitate group conversations
- Ability to present research findings in person and in writing
- Knowledge of a wide variety of communication channels, media and styles

Skills and Attributes - essential

- Excellent verbal and written communication skills, including outstanding empathy in communicating with diverse groups of people from a wide variety of backgrounds
- Excellent listening skills
- Ability to work independently but also as part of a team
- Good time management skills including the ability to prioritise