



Job Description

Job Title: Creative Engagement Coordinator

Responsible To: Head of Creative Engagement

CONTEXT:

Chetham's is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall.

We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

PURPOSE:

Creative Engagement at Chetham's works to enrich lives through high quality, creative programmes and events that are accessible and impactful.

Through close relationships with artists, facilitators, communities, partners and funders, Creative Engagement provides a gateway to music, culture and heritage at the highest level, and is a vehicle for sharing the social significance of arts and heritage engagement with new and established audiences.

As part of Chetham's School of Music, the Creative Engagement department can make the most of access to exceptional young musicians, professional musicians and composers, providing opportunities to develop skills and work together creatively. The department provides Chetham's students and emerging artists with opportunities to develop their professional portfolio, presenting career options and helping them hone their skills as inspirational teachers, musicians and arts leaders of the future.

Working closely with Chetham's Library, Creative Engagement delivers relevant and insightful projects for schools, families and communities, bringing the past to life through a passion for literature, local history and place-based engagement.

Situated within the world-class concert venue, The Stoller Hall, Creative Engagement plays an integral role in welcoming new audiences to our excellent spaces and programmes, delivering and supporting exciting, accessible and inclusive activities. Using technology Creative Engagement can work with audiences that have barriers to traditional face-to-face engagement and create and promote content that supports their scope of engagement.

Working as part of the Creative Engagement Team, the Creative Engagement Coordinator will project manage and deliver the Schools and Emerging Artist programmes at Chetham's rooted in access, inclusion and excellence.

KEY RESPONSIBILITIES:

The post holder will coordinate Creative Engagement activities for our Schools Programmes and Haworth Emerging Artists.

Working with schools

The Creative Engagement Coordinator will work to promote and deliver the pilot year of curriculum enhancement workshops that support the national curriculum through access to Chetham's Library collection and historic spaces. They will also coordinate internal, online and external engagements for schools to participate in music workshops that support the National Plan for Music Education. The Creative Engagement Coordinator will promote and deliver tours of Stoller Hall that support pupils' wider understanding of careers in the music industry.

Working with Emerging Artists

The Creative Engagement Coordinator will coordinate the Haworth Emerging Artist Scheme, supporting Artists to make the most of the programme, creating activity schedules and coordinating performance days. as part of our programme for early-career musicians and visual artists.

The Creative Engagement Coordinator will be expected to develop excellent relationships with schools, teachers, workshop facilitators, emerging artists and colleagues to support their work.

SPECIFIC DUTIES:

Responsibilities:

- Planning and delivery of schools programme for Chetham's Library including workshops that support English Literature, English Language and History syllabi for KS3-5
- Planning and delivery of music projects for schools, including online and in-school events, which support the national curriculum.
- Coordination and delivery of Stoller Hall tours for schools, providing access to performance, technical and backstage spaces, Q&A with industry professionals and workshop opportunity.
- Coordination of Haworth Emerging Artists Scheme, including recruitment to the scheme, logistics for performances and workshops, facilitating career development chats with Stoller and Chetham's staff, and coordinating exhibitions for the Jeremy Haworth Gallery.
- Liaise with schools and partners to promote opportunities.
- Project manage external events, including scheduling, travel and supervision of artists/students.
- Work closely with Creative Engagement and Chetham's Library colleagues, freelancers, artists and facilitators to support projects.
- Use internal logistics and booking systems to ensure smooth running of Creative Engagement activities on site and externally.
- Attend internal and external meetings on behalf of the Creative Engagement Department when necessary.
- Represent the Creative Engagement Department at networks and events as necessary.
- Contribute to management of the department email account and calendar of activities.
- Maintain project budgets.
- Work with Head of Creative Engagement to design and deliver effective evaluation for programmes.
- Assist with marketing and social media activities as required.
- Create and managing databases.

- Supervise Chetham's students during Creative Engagement activities, including off-site.
- Event and stage management of Creative Engagement events.
- Keep up to date with sector developments, locally, regionally and nationally.
- Be an ambassador for the School's Creative Engagement activity both within school and externally.
- Any other duties as required by the Head of Creative Engagement.
- Attend main School events, acting as a positive ambassador of the School.
- Attend School training as required.

GENERAL RESPONSIBILITIES

The Creative Engagement Coordinator will:

- Work in a collegiate and supportive fashion and seek to maintain the close team working environment
- Input into the overall curation of the artistic programme, engaging in discussion and evaluative feedback on the artistic programme
- Uphold and champion Chetham's twin priorities of Environmental Sustainability and Equality, Diversity and Inclusivity principles
- Offer proactive contributions towards audience development and marketing ideas/ processes
- Promote Chetham's in a positive and professional manner at all times
- Display a flexible "can do" approach which will enhance Chetham's wider reputation
- Operate in accordance with Chetham's policies and procedures including, in particular, Chetham's Child Protection and Safeguarding Children Policy Statements (see separate document)
- Undertake any training necessary to meet the requirements of the post
- Adopt a flexible approach to working hours as required by the business
- Undertake any other duties, relevant to the post holder's skills, which may, from time to time be deemed necessary
- Be open to new ideas, understand the need for change and be willing to adapt
- Be aware of the issues of equality and diversity, understand and be sensitive to cultural differences
- Be responsible for his/her personal presentation, health and physical fitness
- Maintain a high level of attendance
- Take all possible steps to ensure a safe working environment for self and others

PERSON SPECIFICATION

Essential:

- Educated to GCSE level A-C in Maths and English or equivalent
- Ability to understand a brief and take initiative
- Highly organised, motivated and dependable
- Ability to work to multiple deadlines and prioritise workloads calmly and effectively
- Efficient administrator with attention to detail
- Team player – knowing when to seek help from the team around you and when to offer help to others in return
- Excellent digital literacy, especially Microsoft Office packages, including Excel, Word, Outlook and PowerPoint, social media, and online collaboration tools such as Zoom and Teams. Fluency with all common PC software (eg Word, Excel etc)
- Articulate, friendly and professional
- Flexible – the ability to turn your hand to any task
- Excellent interpersonal and communication skills, both written and spoken
- Ability to nurture positive relationships with colleagues, partners and freelancers

- High customer service and presentation skills
- Commitment to access and inclusion
- An understanding of the principles of arts education

Preferred:

- Experience of delivering programmes with confidence – events, tours and activities – to a set of required criteria (e.g. tone, content) for diverse audiences
- Enthusiasm for and understanding of classical music
- Enthusiasm for and understanding of heritage and museums sector
- Experience working in a comparable role
- Budget experience
- Knowledge of arts education landscape in the North West

CHILD PROTECTION AND SAFEGUARDING CHILDREN

The post holder will be required to obtain clearance via Chetham's from the Disclosure and Barring Service and in addition to comply with the specific requirements of Chetham's in relation to child protection and safeguarding.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy Statements (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham's, s/he must report any concerns to Chetham's Child Protection Officer or to the Head (as appropriate).

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognizes the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's name

Employee's signature

Date