



**Job Title:** Creative Artist  
**Responsible To:** Head of Creative Engagement

#### **CONTEXT:**

Chetham's Foundation 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.

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 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.

Working as part of the Creative Engagement Team, the Creative Artist will lead regular accessible music workshops with children and young people in Manchester and Salford as part of our Make

Some Noise project (in partnership with Wood Street Mission). This role may also contribute to other schools and community music-making programmes produced by Chetham's and Stoller Hall.

### KEY RESPONSIBILITIES:

The post holder will lead a regular (one mid-week evening per week during term time) practical creative music workshop for young musicians aged 9-13 as part of the Make Some Noise project. Regular activity will take place in youth club settings in Manchester and/or Salford with one-off activity at Stoller Hall. The Creative Artist will support a group of young people to develop new musical skills, support their creative and compositional ambitions, and build their confidence and communication skills. The Creative Artist will work closely with Head of Creative Engagement, and staff from Wood Street Mission and youth club settings to ensure that activity is aligned to the programme's aims.

The Creative Artist may be asked to contribute to other Creative Engagement programmes on a project-by-project basis, including leading small ensemble rehearsals, and devising and delivering music workshops for young people and communities.

### SPECIFIC DUTIES:

#### Responsibilities:

##### Creative Artist

- Lead regular creative music workshops as part of Make Some Noise - a music project for children using music to build confidence, communication skills, creative expression and resilience.
- Support groups of young people aged 9-13 with a range of musical ability and experience to develop instrumental skills through practical mixed ensemble – i.e. keyboard, drums/percussion, guitar/ukelele, bass guitar and music production - using Chetham's *Sing, Sign, Share* methodology.
- Facilitate young people-led new music creation through songwriting, composition and improvisation.
- Arrange music that is appropriate for the young people's instruments and abilities, and suitably developmental.
- Use practical musicianship and musical context to give young musicians a greater understanding of the application of theory and broaden their technical skills in ensemble playing and listening.
- Work collaboratively with other artists, staff and facilitators.
- Conducting (as required).
- Be responsive to young musicians' requirements in sessions, creating a musical environment that is welcoming and nurturing.
- Attending planning and progress meetings the Creative Engagement Department and Wood Street Mission when necessary
- Communicating session requirements to Chetham's and youth club staff

##### General

- Promote music, arts and creativity through workshops and engagement opportunities, inspiring children, young people and communities, both inside and outside Chetham's.
- Supporting marketing and advocacy for programmes as required, including photography and video for marketing and celebration, online and in print
- Working with Head of Creative Engagement to support effective evaluation for programmes.
- Being an ambassador for Chetham's Creative Engagement activity both within Chetham's and externally.
- Any other duties as required by the Head of Creative Engagement

## GENERAL RESPONSIBILITIES

The Creative Artist 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
- Take all possible steps to ensure a safe working environment for self and others

## PERSON SPECIFICATION

### Essential:

- Minimum 5 years' experience in facilitation and leading practical accessible musical workshops for children and young people
- Experience arranging music for a range of instruments and abilities
- Educated to degree level music specialism (or equivalent experience)
- Educated to GCSE level A-C in Maths and English or equivalent
- Ability to read music and notation.
- Ability to understand a brief and deliver against aims and objectives
- Commitment to access and inclusion
- Confident, flexible and responsive workshop leader
- Highly organised, motivated and dependable
- A passion for and understanding of the principles of arts education
- Attention to detail
- Team player - ability to nurture relationships with colleagues, partners and freelancers
- Good digital literacy, especially Microsoft Office packages, including Excel, Word, Outlook, and online collaboration tools such as Zoom and Teams.
- Articulate, friendly and professional
- Excellent and adaptable interpersonal and communication skills, both written and spoken

### Preferred

- Pop specialist, including skills in guitar, drums/percussion, bass or keyboard.
- Experience working with music production and technology including BandLab, GarageBand.
- Experience working in youth club settings.

- Knowledge of music 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](http://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 .....