



WORLD HEART BEAT MUSIC ACADEMY

58, Kimber Rd

London SW18 4PP

Artistic Director: Sahana Gero

Role:	Senior Producer
Location	South West London, with flexible working
Company	World Heart Beat Music Academy
Salary	£32-36k FTE (Part-time options considered)

Prestigious music charity World Heart Beat Music Academy (WHB), is looking for an experienced and dynamic Senior Producer to join its senior management team, supporting WHB to achieve its ambitious goals and realise the full scale and potential of its programmes. This post requires significant attendance at evening events and occasional attendance at weekend events.

About World Heart Beat

Founded over a decade ago, World Heart Beat Music Academy (WHB) provides excellence in music education and performance. WHB is fast becoming one of the most prominent music charities in the country for providing grassroots, non-selective, richly diverse, music education programmes for children from a vast array of backgrounds. We are proud that in 2018, we were awarded National Portfolio Organisation (NPO) status by Arts Council England.

WHB provides music tuition and personal development opportunities after school, in the evenings and on weekend and school holidays. 350 children and young people between the ages of 5 and 25 years, who are based in Wandsworth and the surrounding London boroughs, come to us every week (many of them more than once). Wandsworth is one of inner London's largest boroughs and it suffers from extreme social polarisation. We remove barriers by providing bursaries and free instruments and work closely with partners to engage those most in need.

www.worldheartbeat.org

Opening a vibrant new music education centre and venue

Selected by London Borough of Wandsworth and developers Eco-World Ballymore from a competitive field of 42 cultural organisations, World Heart Beat has been awarded a 750 m2 building in Embassy Gardens in the heart of Nine Elms, on London's south bank (part of the largest regeneration area in Europe). The facilities will comprise 110-seat auditorium, state-of-the-art recording studios, 3 x teaching / rehearsal spaces and a community café and will enable us to provide a world-class music-led education and performance centre that promotes a global music programme, extends our reach to audiences and promotes social

cohesion. Construction of our music education centre and venue is underway and we plan to open in February 2022.

YouTube video showing visualisation of the space: https://youtu.be/GmO_EUcb8Kg

ROLE DESCRIPTION

We are looking for an experienced and highly resourceful Senior Producer to work closely with the Artistic Director and working alongside our wider creative team, to lead on the design, planning and delivery of our programmes. This is a senior role which will include identifying opportunities for new creative partnerships for WHB and acting as lead producer for those projects, including coordination with artists, venues, partners and any other relevant stakeholders.

The successful candidate will be a highly adaptable, self-motivated and committed team player with demonstrable experience in delivering collaborative projects of significant scale.

KEY RESPONSIBILITIES

Planning

- Hold strategic producing oversight for planning and delivery of our programmes
- Lead on the production of planning documents and reports, developing systems and project management processes to support the wider team
- Ensuring efficient planning, working and communications across the producing /production team, partners and suppliers to deliver projects on time, to budget, and to a high standard
- Working closely with the Executive Director and Head of Finance to support the development of the organisation's project plans, budgets and cashflow

Project Delivery

- In conjunction with the Artistic Director, to lead on the strategic development of projects and programmes to realise WHB's vision with ambition and flair
- Work in liaison with the Head of Digital Delivery and Young Artist Development and the wider creative and artistic team to deliver project activities to the highest standard
- Develop and support the delivery of programmes across our live, digital, schools and community engagement provision
- Support the development of learning and engagement models and best practice
- Support and manage presenting and delivery partners, developing strong working relationships with partner organisations to facilitate delivery of projects
- Troubleshoot production and logistical challenges, working with the wider team to resolve issues
- Ensure that all that events, programmes and activities are in full compliance of Health & Safety requirements
- Responsible for managing and delivering the day-to-day aspects of projects, including team coordination and supervision, scheduling/timeline, online resources, effective delivery of sessions and evaluation activities.

Evaluation and Reporting

- Support the Artistic Director in overseeing the rigorous evaluation of the organisation's work in order to guide its development and report on its achievements
- Maintain oversight of all project documentation and archival material
- Develop, monitor and report on progress against project milestones, deliverables, timelines and evaluation criteria, updating the risk register as required
- Ensure regular reporting, overseeing the preparation and submission of reports, creative presentations, briefing materials as required.
- Securing a future life and legacy of projects, identifying and nurturing new opportunities for income generation that will support future presenting ambitions

Financial

- Develop and monitor approved delegated or department budgets to ensure that expenditure is minimised within agreed budgets without loss of quality within the organisation's financial controls
- Maintain regular tracking of creative and production related expenditure and expenses, in liaison with the Head of Finance
- Liaise with the Fundraising team to assist in the development of funding bids and sponsorship opportunities

General

- Champion representation, accessibility and inclusion across all project activities working closely with the Artistic Director, fundraising and communications teams
- Support the Artistic Director with drafting of artist/creative briefs, contracts and key deliverables
- Create and maintain strong relationships with potential co-producers, presenters and partner institutions
- Actively engage with the organisation's vision and policies in all areas, including equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, monitoring and evaluation
- Ensuring that the organisation has constructive relationships with artists, festivals and other relevant organisations in the UK and around the world.
- Maintain a positive, flexible and collaborative working culture, ensuring all team members have the resources and information required to support their role.
- Represent and advocate for the organisation and its projects appropriately to stakeholders, the culture sector and partners

Marketing, Communications & Digital

- Work with the Artistic Director and WHB's Communications and Marketing team to ensure the effective promotion and communication of projects, in line with agreed communications and messaging campaigns
- Ensuring a high profile for the organisation nationally and internationally, ensuring that programmes are communicated effectively and productively through website, social media and other digital platforms

PERSON SPECIFICATION

Knowledge and Experience

Essential

- Educated to degree level or equivalent, or with appropriate arts industry experience or knowledge
- Demonstrably excellent project management, administrative and organisational skills
- Experience of delivering interdisciplinary projects of quality and ambition
- Proven track record of working with artists and creative partners
- The ability to understand and anticipate the financial and logistical needs of producing and presenting a complex and ambitious programme
- Proven experience of producing high quality arts education or participatory arts projects
- Experience in ensuring the safeguarding of children, young people and vulnerable Adults
- Excellent financial management skills, with experience of successfully managing largescale project budgets
- Experience of sourcing, contracting and managing services and suppliers
- A collaborative approach with strong interpersonal and persuasion skills to build excellent working relationships with colleagues, partners and stakeholders
- Understanding of production risk management and H&S approaches and procedures
- Resilient while working under pressure, with a creative and highly flexible approach to resolving challenges and identifying solutions
- Strong, demonstrable ability to identify priorities and delegate
- Experience of managing staff, including recruitment, induction and appraisal
- Commitment to equality of access and opportunity, able to support the cultivation of an inclusive and representative organisation and broader creative sector
- Up-to-date knowledge of, and strong networks within, the arts sector in the UK
- Experience of designing and developing cultural or arts programmes
- Excellent verbal and written communication skills
- Computer literate

Desirable

- Up to date with digital learning techniques and methods of delivery
- Keen interest in exploring new, interdisciplinary approaches to developing the work of our evolving organisation
- Knowledge of evaluation and assessment techniques
- A track record of success in managing and developing teams
- Public speaking and presentation skills
- Excellent knowledge of digital media, and a deep understanding of its influence on popular culture
- Keen interest and thorough understanding of the current musical & cultural landscape
- Keen advocate for artistic freedom and equity in the creative industries

Personal attributes

- Positive and forward-thinking
- Ability to self-start and work independently
- Calm under pressure
- Ability to lead a team when appropriate and work as part of a team when appropriate
- Responds well to challenges and is motivated by achievement
- Credibility with people at all levels
- Creative and innovative
- Flexible and approachable
- Good attention to detail

TERMS AND CONDITIONS

Reporting line:	Sahana Gero, Founder and Artistic Director
Working with:	Creative team at World Heart Beat
Location:	World Heart Beat Music Academy, South West London & offsite work as required
Employer:	World Heart Beat Music Academy
Salary:	£32-36k FT (part-time options will be considered)
Hours:	Full-time working is equivalent to 37.5 hours per week with 30 minutes for lunch included. Hours are flexible with attendance at evening and weekend events as required.
Holiday:	28 days FTE including bank holidays

World Heart Beat are committed to creating a positive and inclusive environment where everyone feels respected and free to work without fear of discrimination. We are an equal opportunity employer and value diversity in our practice. We encourage applications from all backgrounds and do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status. We welcome applications from people requiring flexible working arrangements and from anyone with any professional or educational background.

Health and safety

All employees will be required to have a DBS check and are required to understand and comply with World Heart Beat Music Academy's Health and Safety Management Policy, including taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions whilst at work.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with World Heart Beat Music Academy's Child Protection Policy Statement at all times.

HOW TO APPLY

Please provide a copy of your current CV together with a covering letter explaining why you are interested in the position and how your skills and experience fit the role description and person specification. Please include details of your current salary, notice period and the names of two referees, one of which must be your most recent employer.

Your letter, CV and EO monitoring form should be emailed to Phoebe Devonald at:

phoebe@worldheartbeat.org

Application Deadline: Thursday 7 October 2021 (5pm)

Interviews: Wednesday 13 October 2021