



Job Description

Job Title: Ensembles Coordinator

Responsible to: Music Hub Manager

Bristol Beacon

Bristol Beacon is a music charity, renowned venue and award-winning music education hub. We're here to help make space for music every day, with everyone. We do this through a remarkable programme of live music performance, participation and education. Our vision is to unite people through the joy of live music and believe that doing so has the power to create a better society for all of us.

Part of Bristol's cultural heritage for 150 years, Bristol Beacon has hosted some of the world's greatest musicians from Ella Fitzgerald to The Beatles to London Symphony Orchestra. We strive to be a symbol of hope and community, a focal point for music and a place of welcome, warmth and light.

Operated by Bristol Beacon since 2011, in 2018 we embarked on a major capital transformation of our venue to create a world-class concert hall for the city and region, with accessibility and inclusion at its core. Hailed as one of the most significant investments in cultural infrastructure in the UK in recent times, we reopened in November 2023 with a programme that included landmark commissions, celebrations of Bristol artists and performers, star names in music and comedy, and a blockbuster Orchestral season. With an ambitious ongoing programme of concerts, gigs, festivals, conferences and more, and with new spaces dedicated to education and talent development, we anticipate hosting 800 events and welcoming 400,000 visitors per year from across Bristol, the Southwest and internationally.

As an organisation we are equally and increasingly recognised nationally for our work to grow music education and participation. We have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music Education Hub lead for Bristol and from 2025 the West of England, we deliver the National Plan for Music Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led Transformation Promise programme is backed by strategic funding partners and includes working with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

We are showing further sector leadership through our sustainability commitment to become the first UK concert venue to achieve Net Zero.

We achieve all of this through the work of our vibrant and dedicated staff team. We aspire to reflect the city of Bristol and its people; we value individual difference and place great importance on inclusion, wellbeing, and staff engagement, so that our team can be their best selves at work.

Creative Learning & Engagement

Creative Learning & Engagement (CLE) is responsible for three areas of work: Bristol's Music Education Hub, and Community Engagement

Since 2013 Bristol Beacon's Music Education Hub has made significant progress toward achieving its vision of making Bristol the 'UK Capital of Young People's Music'. Our award-winning education programmes for young people are set to expand to reach Bristolians of all ages and all backgrounds.

At the heart of our work is great music making and learning. Our programme sets out to encourage participation, engender a sense of civic pride and instil a lifelong love of musical culture. With three prestigious awards in two years from the Music Education Council (MEC) and Music Teacher Awards for Excellence, including winning the Major Prize for best music education hub, our work is gaining national recognition.

Of equal importance is our Community work working with partners such as Paraorchestra and the National Open Youth Orchestra to support work with disabled musicians as well as our work with care leavers and growing health and well-being work. Our Industry work seeks to create programmes to support a pipeline of young emerging artists working in partnership with other organisations in the music industry.

As the transformation of Bristol Beacon comes into focus, a sharper vision for learning and engagement will be required; one that underpins Bristol Beacon's revised strategic priorities and engages all the communities of Greater Bristol and beyond. Looking ahead, CLE will work in close partnership with the Programme team to further integrate education and engagement activities into the creative output of Bristol Beacon – maximising the opportunities made possible through a world-class live music programme.

Purpose of Job

This role supports the Ensemble Leaders and coordinates and supports the development of Senior Ensembles, orchestras, bands and choirs. The role coordinates and administrates activities such as weekly rehearsals and inspirational performance opportunities and is also responsible for out of school holiday clubs and tours.

The role supports sustainable progression routes for young musicians in an Ensemble setting and works closely with the Ensembles Coordinator, music tutors, practitioners and Ensemble leads to facilitate these routes.

The role coordinates a regular programme of performances.

Key Responsibilities

1. Support the Ensemble Leaders and work with the rest of the Music Hub (MH) team to increase the number of young people choosing a progression route and to work to ensure that progression routes to orchestras, Ensembles, bands and choirs, are accessible, with a clear entry point and that any barriers to progression are reduced.

Coordinate successful relationships with Music Tutors, Practitioners and Ensemble Leads.

2. Be the lead contact for queries around joining all of the Senior Ensembles and choirs, support sustainable Ensemble progression routes and build good relationships and maintain ongoing communication with teachers, parents, schools, pupils and young people to ensure a positive experience for all those engaging with Ensemble activity. Promote opportunities with partner organisations, events and activities and coordinate opportunities in line with key priorities.
3. Support the MH Manager with reviewing the requirements for music practitioners within the Ensembles and work with the wider Hub team to support the recruitment of freelance music practitioners.
4. Work with the MH Manager to timetable music education provision based on suitability of placements for teachers and pupils within the Senior Ensembles and Choir. Coordinate cover requirements for activity.
5. Check and approve Music Tutor records of hours and invoices for Senior Ensemble and Choir activity, ensure hours are accurate and in line with scheduled activities/matches Speed Admin. Support the review of required employed hours for employed Music Tutors
6. With support from the wider MH team, coordinate and support the delivery of a programme of Ensemble performances, masterclasses, and demonstrations to celebrate music making and increase awareness of Bristol Beacon Ensembles and out of school activities. Coordinate the delivery of the Senior Ensemble and Choirs programmes including, rehearsals, auditions, after school activities, holiday clubs and touring activities
7. Work to ensure the BMT Safeguarding Policy is adhered to within areas of responsibility, immediately highlighting concerns where appropriate. Be a trained Safeguarding Officer in relation to activity and be able to plan ratios and chaperone requirements.
8. Gather data in relation to the key strategic outcomes of Bristol Beacon MH, including monitoring and evaluating activity and financial data to support the finance team and MH Manager.
9. Develop relationships with key stakeholders i.e. external progression routes and relevant partner organisation to signpost, develop and support young people.
10. Be a lead user of Artifax and SpeedAdmin ensuring data for Ensemble activities and other MH activity (after school and summer schools) and allocation of resources is entered accurately and promptly. Source existing Risk Assessments for performances, and develop/add to these in relation to new activity/performances and agree these with the MH Manager. With support from the MH Manager write and develop BOPAs. Handover requirements for events and activities to the Production Office.
11. Work with the Marketing Team to ensure that marketing campaigns, including social and digital requirements, for Senior Ensembles and Choir activity are developed as needed. Collate programmes for concerts to be sent to Marketing.
12. Support the Ensembles Creative Lead in monitoring the budget for the Senior Ensembles and Choir within the budget limits set. Regularly review the budgets for these Ensembles with the Senior Finance Officer and MH Manager.

13. Oversee instrument requirements for the Ensembles and work with Ensemble Leaders to manage requirements for any particular pieces. Ensure that instruments used for Ensemble purposes are kept in good working condition, organise replacement and repair as need.
14. On a day to day basis comply with the policies and procedures of Bristol Music Trust and set an example on these within the Senior Ensembles and Choir.
15. From time to time attend rehearsals and be available to attend all Senior ensemble and choir concerts to ensure the operational side of concerts runs well, i.e. managing young people on concert days.

Employee Specification:

Core Competencies

LEADERSHIP

- Ability to organise own and other's activities, coordinate Music Tutors and Practitioners and support Ensemble Leaders to achieve best results.
- Maintains effective relationships with individuals and the team as a whole

COMMUNICATION

- Is able to effectively exchange detailed information to a broad range of staff, demonstrates an understanding of the views of others and communicates in a realistic manner.
- Conveys and receives information effectively and builds positive working relationships.
- Excellent and accurate written and verbal communication.

ADAPTABILITY/FLEXIBILITY/PROBLEM SOLVING

- Is reliable and flexible in response to work priorities and issues.
- Adapts and works effectively in different situations, in order to carry out a variety of tasks and remains calm and level-headed under pressure.

CUSTOMER SERVICE

- Builds rapport and sustainable relationships with customers – seeking pro-actively to understand their needs and satisfaction levels and add value.
- Is able to give timely advice in response to enquiries from customers/clients and directs team members accordingly.

PLANNING AND ORGANISATION

- Workload delivered within deadlines and to agreed standards and accuracy.
- Responds positively to changing priorities and can re-plan accordingly.

TEAMWORK

- Delegate and communicate effectively with team, check on levels of work and capacity within the Ensembles.
- Acts in a supportive manner to the team, has consideration of others needs and skills and covers others when required.

Role Specific Competencies

MUSIC EDUCATION

- A music or singing background and an understanding of either orchestras, Ensembles,

- choirs, bands or performing arts.
- A good understanding of the role of music hubs and understanding of progression routes or Ensemble progression
- Strong awareness and understanding of safeguarding or willingness to have training.

BUILDING RELATIONSHIPS

- The ability to work with a diverse group of music practitioners to get the best out of them.
- Ability to build relationships with parents and young people.
- Sensitivity to cultural differences and mental health/and/or/additional needs within young people

FINANCIAL

- Able to work with numbers and analyse quantities of data to draw meaningful and accurate conclusions.
- Ability to work with a budget.

FINANCIAL

- Able to work with numbers and support partner organisations to analyse monitoring and evaluation data in relation to projects and programmes of work.
- Ability to monitor budgets and work with budget holders.

ADMINISTRATION

- Knowledge of the education administration environment, particularly in relation to music and arts or cultural/creative settings.
- Able to gather data for monitoring and evaluation purposes and keep accurate records of data.
- Excellent IT skills (Microsoft Excel, Word and Outlook, data management software).

Occasional Duties

The role holder will carry out any other duty that is reasonably required.

The post-holder will be required to work flexibly, including evenings, weekends, and bank holidays, as required, to support a range of education and related activity and events.

Special conditions

DBS, Safeguarding and first aid training, need this for all Ensemble roles.

Place of Work

You will usually be based at Beacon Music Centre, Southmead, Bristol, but your place of work is also Bristol Beacon, Central Bristol, and you may be required to work at other locations that are reasonably placed.

Date created / modified: November 2024
 Created by: MH Manager and BB HR
 Approved by: BB HR

Outline of Terms and Conditions:

Role:	Ensembles Coordinator
Salary:	£26,119 per annum
Contract:	Permanent
Hours:	Full-time
Annual Leave:	24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service
Probationary Period:	6 months
Pension:	Bristol Music Trust operates a Salary Exchange (salary sacrifice) Pension Scheme with a 5% employer contribution, subject to a minimum 4% employee contribution

Application Procedure

To apply please complete our application form and equal opportunities monitoring data on our StaffSavvy recruitment portal, outlining your experience and skills against the employee specification for the role, and describing why you would like to be part of our team. Please use the Application Guidance we have provided to structure your application.

If you require our application form in an alternative or if you need to provide your application in a different way or have questions about the recruitment process for the role, please email hr@bristolbeacon.org

Reasonable adjustments will be made for applicants if required, please let us know if you have any needs. Please email hr@bristolbeacon.org Disabled applicants who meet the essential criteria for the role, will be offered an interview.

The closing date for applications is 9am 9th December 2024.

Bristol Beacon recognise, respect and value individual difference. We are committed to the wellbeing of our staff and to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.
