



Job Description

Job Title: Talent and Skills Coordinator

Responsible to: Creative Skills Manager

Bristol Beacon's purpose is to unite people through the joy of live music. As a renowned venue and award-winning music education hub, we achieve this through a remarkable, diverse and inspiring programme of live music performance, participation and learning.

Our broad performance programme encompasses music of all genres from classical, jazz, folk and roots, to rock, pop, electronic music, and genre-defying festivals, as well as local choirs, orchestras, and schools. As an organisation increasing in national importance, 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 the region, 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 ensembles every year. Our community programme works with people in all sorts of setting across the city to feel inspired and connected through music, including children under five, those from low-income families, adults living in social isolation or with complex health needs, and children in care and care leavers.

We play a vital role as a civic space for the city, facilitating meetings, hosting large-scale conferences and fairs, community workshops, providing café, bar and restaurant spaces, and hosting a range of performances beyond music.

In 2023 we opened our transformed concert halls in central Bristol after a once-in-a-generation redevelopment programme, including the 2,100-capacity Beacon Hall, 500-capacity Lantern Hall, and a brand new education and development space in the historic cellars, dedicated to developing new talent and skills and incorporating a new performance venue aimed at young people and emerging artists.

We have ambitious sustainability and access goals as a forward-thinking, modern venue and organisation; playing our part as a sector-leader in our approach to this work.

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,

inclusion, wellbeing, and staff engagement, so that our team can be their best selves at work.

Bristol Beacon is operated by Bristol Music Trust, which was established in 2011 as an independent charity to operate Bristol Beacon as a venue and as the lead organisation of the region's music education hub.

Talent and Skills Development

Talent and Skills Development supports emerging artists, creatives and people entering the music and events sector by creating inclusive opportunities to develop their practice, build industry knowledge and gain meaningful experience. Through programmes, events, placements and partnerships, it helps develop both on-stage and off-stage talent, with a focus on increasing access, representation and progression across both music, events and the Creative Industries.

Talent Development aims to:

- Support creatives aged 18+ to make work as cutting-edge and diverse as the city. Delivered through a range of projects and events designed to support career development and make space for the music industry professionals of the future to create, collaborate, grow and glow.

Skills Development aims to:

- Create meaningful pathways and opportunities into the live events sector for ages 11 – 35. Delivered through work experience and placements, supporting people from marginalised communities to access roles beyond artistic performance and helping to increase representation, inclusion and diversity across the sector.

Examples of our **Talent and Skills Development** programmes include:

Resident Artists – A one-year paid residency for local music creators aged 25+ to develop their practice, strengthen their business and supercharge their growth in the music careers

Above the Noise – The West of England's music industry event designed to connect anyone active in the region's music scene with the modern music business.

Festival Lab – An 8 week program followed by paid placements for people from the black community aged between 18-35 to increase representation and opportunities in the live event sector.

Work Experience Week – a one week programme for year 10's (ages 14 & 15) to learn about the live events industry and produce a showcase event

Purpose of Role

The post holder will support the coordination and delivery of the Talent and Skills Development Programme at Bristol Beacon

This role will provide vital support to the Talent and Skills team to ensure participants and audiences have a positive and engaging experience with us; activities run safely and inclusively and are appropriately resourced.

Key Responsibilities

Work with the Industry Development Producer and Creative Skills Manager to:

- 1) Support the Talent and Skills team with the coordination of key projects and programmes that form part of the annual programme of activity. This includes but not limited to, scheduling studio activity, coordinating mentors, liaising with exhibitors and industry guests, communicating with participants, and working with teams across the organisation.
- 2) Attend activity and events regularly, support with onsite coordination during events ensuring the operational side runs well and being a warm and professional presence in during internal events and when visiting external shows.
- 3) Support the team to gather feedback and evaluation information from participants to support our impact measurement requirements.
- 4) Monitor the Talent and Skills inbox, respond to queries and support participants to feel prepared and confident to begin projects and courses.
- 5) Work with the Marketing Team to ensure that activity is promoted and shared on our website and directly communicated to relevant communities. Support with collating programme content for Talent and Skills Events.
- 6) Manage industry contact databases and actively look to increase with relevant contacts where possible.
- 7) Manage event invite and guestlists and coordinate with relevant departments internally and externally in an efficient and professional manner
- 8) Support with any additional administrative and coordination needed to develop and deliver the talent and skills programs effectively and effectively.
- 9) On a day-to-day basis comply with the policies and procedures of Bristol Music Trust.

Employee Specification:

Essential – The role holder **must** have the following competencies:

Core Competencies:

COMMUNICATION

- The ability to communicate clearly and courteously both verbally and in writing, being flexible with communication methods and tone of voice as appropriate
- Demonstrable experience of writing clear copy and accuracy and attention to detail in written and online work.

ADAPTABILITY/FLEXIBILITY/PROBLEM SOLVING

- The ability to adapt to different situations and tasks, remaining calm, level-headed and positive under pressure.
- Innovative and creative and able to suggest solutions to problems.

PLANNING AND ORGANISING

- The ability to work independently and on own initiative.
- The ability to prioritise workload
- Provides work on time and to required standards.

CUSTOMER SERVICE

- Understands the needs of the groups they are working with and builds a strong rapport and trusted relationships
- Able to build strong relationships with internal and external stakeholders.

TEAMWORK

- Works co-operatively and flexibly with other members of the team and partners, with a full understanding of the role to be played as a team member, to achieve a common goal.
- Seeks ideas and input from colleagues and supports others.

Role Specific Competencies:

TALENT AND SKILLS DEVELOPMENT

- Knowledge of the music, creative or live events sector, including awareness of relevant networks, organisations and industry professionals.
- Understanding of inclusive talent development and skills pathways for emerging creatives and people entering the industry.
- Awareness of barriers faced by underrepresented communities, with a commitment to access, representation and inclusion across talent and skills activity.
- Knowledge of, or interest in, artist development, industry events, work experience, placements and skills development programmes.
- A passion for the music and festival industry and knowledge within the industry both locally and nationally.

PROGRAMME AND EVENT COORDINATION

- Experience of planning, administering and delivering projects, programmes or events, ideally within a music, arts, cultural or live events environment.
- Strong coordination skills, including managing schedules, speakers, participants, exhibitors, industry guests and internal stakeholders.
- Experience supporting onsite event coordination, with the confidence to contribute to a warm, professional and inclusive experience for participants, audiences and partners.

COMMUNICATION AND RELATIONSHIP BUILDING

- Clear, warm and professional communication skills with participants, artists, industry contacts, partners, exhibitors, guests and colleagues.

- Ability to adapt communication style for different participants and communities, supporting people to feel prepared, confident and welcomed.
- Confidence representing programmes or organisations at networking and external events in a positive and professional manner.
- Strong relationship-building skills with internal teams, external partners, industry professionals and community or sector networks.

MARKETING, ADMINISTRATION AND DATA

- Excellent administration and IT skills, including Microsoft Office and database experience for maintaining contacts, participant information, schedules and project records accurately.
- Experience managing shared inboxes, event invites, guest lists and contact databases efficiently, with strong attention to detail and a professional approach to handling information.
- Experience collating accurate programme content and supporting clear, targeted marketing or communications activity for relevant communities.
- Experience gathering feedback, evaluation information and monitoring data to support impact measurement and continuous improvement.

FINANCIAL

- Understanding of budget monitoring and financial administration, including tracking expenditure, processing information accurately and following organisational financial procedures.

Occasional Duties

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

Although the role holder will be based at Bristol Beacon, there may be travel required to visit external venues, festivals and networking events.

Special Conditions

Your role requires you to work flexibly to complete your duties, and you will, from time to time, be required to work alternative or additional days (including evenings, weekends and bank holidays) to meet the requirements of your role, and these hours will be agreed in advance between yourself and your line manager in accordance with the requirements of the Bristol Music Trust.

Date created: July 2026

Created by: Creative Skills Manager

Approved by: Bristol Beacon People Team

Outline of Terms and Conditions:

Role: Talent and Skills Coordinator

Salary: £28,000 pro-rata, £17,027 per annum

Contract:	Fixed term for 3 years. This is a funding specific role and is offered as a fixed-term contract whilst funding is available for it.
Hours:	Part-time, 22.5 hours
Annual Leave:	24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service (pro-rata)
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 **Thursday 1 October 2026 at 9am**

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.