



## **Project Assistant (Freelance) Information Pack**

### **Key information**

Hours: Part-time, 22.5 hours a week

Contract: Fixed-term for 12 months starting Feb 2022

Salary: £9.50 per hour (increasing to £9.90 from April 2022)

Location: Manchester, with some home working

### **Overview**

Brighter Sound is looking for a creatively-minded and well organised individual to join our team and provide support across a range of music projects and events within our Young People's programme.

### **About the role**

This is an exciting development opportunity for somebody at the beginning of a career in the music or creative industries.

You'll work closely with the Young People's Project Manager to support the successful delivery of a range of exciting and varied music projects, from talent development and artistic residencies to outreach and engagement opportunities.

As Project Assistant you will gain experience in the following areas:

- Arts administration

- Music education
- Outreach projects
- People management
- Live event production
- Creative project management
- Artist development
- Marketing and communications

As part of this role, you will receive training and mentoring to support your professional development.

### **Principle objectives**

1. To support the day-to-day delivery of Brighter Sound's projects with children and young people including logistical planning and coordination, project delivery and ongoing monitoring and evaluation.
2. To act as a central point of contact for project participants, practitioners and stakeholders.

### **Key responsibilities**

Based remotely and in our Manchester office, you will work within our Programmes Team to support the development, planning and implementation of Brighter Sound projects and events. This includes:

- Working closely with a number of delivery teams and project partners, across multiple strands to support the planning and delivery of a cohesive and well-delivered project
- Coordinating a number of fast moving projects simultaneously with energy and initiative
- Being a point of contact for project partners, practitioners, participants and clients, communicating clearly with them

- Coordination of equipment, resources, venues, and freelance personnel such as film-makers, photographers, guest artists etc. across the project
- Visiting sessions across the programme to assure strong Brighter Sound presence, liaise with partners and teams, and to ensure quality assurance in line with Company standards, aspirations, and those of partners and funders
- Working with practitioner teams and partners to ensure the timely and thorough collection of data and feedback from the project, including media
- Supporting the appointment of project artist teams ensuring legal requirements are in place such as DBS checks, PLI, and providing clear lines of communication
- Maintaining a well organised, thorough and timely approach to working under pressure, paying close attention to detail, storing coherent records of planning and development, thinking and planning innovatively and with care

Responsible to: Brighter Sound Young People's Project Manager

### **Person specification**

The key personal skills required for this role are:

- A reliable person who has a real passion for music and is looking to get started or transition into a career in this industry
- A helpful, friendly person who is keen to support colleagues and stakeholders
- A team worker with a can-do attitude and the confidence and initiative to work alone
- Strong administrative and organisational skills with an eye for detail
- Ability to build positive relationships with a range of people, including practitioners, partners, colleagues and participants
- Excellent attention to detail

- A commitment to work flexibly including out-of-hours and weekends
- An interest in supporting children and young people to access high quality music opportunities
- A passion for live music, events and creative music projects
- Understanding of and commitment to Equal Opportunities and diversity
- Confidence in written communication. We use Microsoft Office. Packages and support will be provided where needed
- An eagerness to learn and a commitment to your own professional development

Desirable:

- An ability to work in multiple locations
- An understanding of music genres, instruments and equipment

## **Key information**

**Hours:** Part-time (22.5 hours a week). Flexible working including evenings and occasional weekends will be required

**Contract:** Fixed-term (12 months)

**Salary:** £9.50 per hour, rising to £9.90 ph from April 2022. Brighter Sound is a Real Living Wage employer

**Location:** The role will be based at Brighter Sound's office in central Manchester, although travel around the UK may be required. The location of the work on this project will be mutually agreed in advance, and can be flexibly delivered.

We offer a wide range of projects and events, some of which take place during evenings and weekends. We will therefore require a flexible approach to work during these hours.

Regular reviews will take place throughout the contract period.

All posts are subject to Disclosure and Barring Service (DBS) enhanced disclosure checks.

## **How to apply**

Please send the below to [recruitment@brightersound.com](mailto:recruitment@brightersound.com) by **Wednesday 19 January 2022, 11pm**

1. A copy of your CV
2. A cover letter (no more than 2 sides of A4) giving examples of your past experience to outline how you meet the key requirements of the role, including the skills listed in the person specification
3. A completed [Equal Opportunities form](#)

If you would prefer to send an audio or video recording of yourself instead of a cover letter, please send us this via [WeTransfer](#). Your audio/video file should be no longer than 5 minutes.

We're committed to supporting and meeting the needs of people with learning difficulties or disabilities. If you require any support with the application process, please call us on 0161 830 3899 during normal working hours (Mon-Fri, 9am-5pm).

Interviews will take place at the Brighter Sound office in Manchester on Thursday 27 and Friday 28 January 2022.

If you have any questions, please contact our Head of Operations Gareth Davies on 0161 546 5334 or [recruitment@brightersound.com](mailto:recruitment@brightersound.com)

## **Equal opportunities**

We strive to ensure that opportunities to work and develop at Brighter Sound are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality

characteristics. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently underrepresented in the cultural sector.

Brighter Sound is part of the Disability Confident scheme. We guarantee an interview to anyone who has a disability and meets our assessment of the minimum criteria for the role.

## **About Brighter Sound**

Brighter Sound is a pioneering creative music charity based in Manchester. We nurture the music creators, leaders and industry professionals of the future, with a strong focus on supporting people who are underrepresented or face barriers.

Rooted in the North of England and open to the world, our bold and responsive programme includes creative projects, commissions, residencies, workshops, training and events to help people with everything from artistic and career development to building communities, personal confidence and wellbeing.

Over the last 21 years we've connected participants to inspirational artists such as Blossoms, Kendrick Lamar, Nadine Shah, Everything Everything, Anna Meredith, Bugzy Malone and Snarky Puppy.

For more information please visit [www.brightersound.com](http://www.brightersound.com) or follow us on Facebook, Instagram and Twitter @BrighterSound