



## Job Description

<b>Job title:</b>	<b>Associate Music Producer (Part-Time)</b>
<b>Department/School:</b>	<b>Arts</b>
<b>Grade:</b>	<b>6</b>
<b>Location:</b>	<b>The Edge, Claverton Down, Bath</b>

### **Job purpose**

The Associate Music Producer works to deliver departmental activity specific to objectives in music, including showcasing opportunities and presentations by students demonstrating musical ability, selecting mentors and tutors for arts development programmes and paid for tuition at The Edge producing to an environment overseen by the Director of Arts, also advising on necessary equipment for musical practice at arts and creativity centre The Edge

### **Source and nature of management provided**

University Arts Development Manager,  
Programme & Exhibitions Manager (dotted line)

### **Staff management responsibility**

Casual Assistants

### **Special conditions**

You may be required to work some evenings and weekends in order to support the delivery of some activities

### **Main duties and responsibilities**

<b>1</b>	To lead the development of a talent agency for University of Bath students with regards music, identifying potential mentors and performance opportunities (predominantly off-site) in conjunction with delivery partners
<b>2</b>	To co-produce with students, performances on campus and at arts and creativity centre The Edge showcasing musical ability as suitable, instructing casual assistants in delivery duties as required
<b>3</b>	To work with operation and technical colleagues at The Edge in co-ordination, promotion and delivery of content, and interface with associates from partner organisations in production of like-for-like events
<b>4</b>	To maintain the portfolio of tutors and mentors at The Edge providing students with development opportunities to the highest standards possible within budgets
<b>5</b>	To mentor students with musical talent, advising them on pathways to excellence and guiding confidence in performance situations

<b>6</b>	To maintain project-specific budgets, according to set expenditure and income targets
<b>7</b>	To process invoices, purchase orders, necessary paperwork and procurement as required, in liaison with finance department
<b>8</b>	To document, gather data and evaluate the success of programmes and ensure content is distributed online, sharing evidence captured as appropriate in internal and external forums
<b>9</b>	To support the work of the University Arts Manager in meeting student arts excellence targets, helping to select and mentor art scholars as appropriate and liaison with Student communities as required
<b>10</b>	To co-ordinate all interpretation materials/info sheets/promotional copy for programmes as suitable in conjunction with marketing support and delivering visitor experience
<b>11</b>	To advise on necessary equipment required for student rehearsal at The Edge and maintenance there of
<b>12</b>	To brief front of house/visitor service invigilation colleagues as necessary to ensure highest possible event standards and excellent visitor experience
<b>13</b>	To actively contribute to long term sustainability of programmes, being aware of funding opportunities, and on occasion securing funding directly as opportunities arise
<b>14</b>	To actively seek to implement the Edge and University of Bath's Health and Safety Policies in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties
<b>15</b>	Support and add to the work of colleagues to share skills that contribute to successfully achieving targets. Liaise effectively with other University departments as necessary
<b>16</b>	Maintain good practice in line with University policies and procedures, particularly relating to Data Protection, Equality & Diversity, Health & Safety and environmental issues.
<b>17</b>	Other duties as reasonable requested by line management including production support on events



### Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I	T/R
<b>Qualifications</b>					
Degree level qualification or ability to demonstrate the equivalent level of knowledge and thinking ability gained through experience.	✓		✓	✓	
<b>Experience/ Knowledge</b>					
Proven evidence of ability to design and deliver programmes within a comparable arts environment	✓		✓	✓	
Proven consultation and lead project management experience	✓		✓	✓	
Proven experience of managing budgets and delivering to expenditure targets	✓		✓	✓	
Experience of working closely with stakeholders to support the delivery of arts projects	✓		✓	✓	
Experience of working collaboratively with people at different levels and across a wide range of organisations	✓		✓	✓	
Experience of the production process for delivering arts events	✓		✓	✓	
Experience of managing others in project delivery situations	✓		✓	✓	
An understanding of the operations/working practices of arts centres		✓	✓	✓	
Experience of income generation and of sustainable approach to arts programme creation		✓	✓	✓	
An understanding of the production process for online content		✓	✓	✓	

Experience of working within an academic environment		✓	✓	✓	
<b>Skills</b>					
Excellent organisational skills, an eye for detail with effective time management	✓		✓	✓	
Can identify the component parts (facts, characteristics, qualities, context, risks, audiences etc) that need or potentially need to be considered in delivering events/projects and resolving a delivery problem	✓		✓	✓	
Ability to work independently and sometimes under pressure, in order to manage complex processes	✓		✓	✓	
Confident user of computers	✓		✓	✓	
Ability to write creatively with excellent grammar	✓		✓	✓	
Excellent interpersonal skills, both oral and written	✓		✓	✓	
<b>Attributes</b>					
Proactive approach to problem-solving and willingness to learn new things	✓		✓	✓	
A creative and strategic approach	✓		✓	✓	
Identifies process improvements, and ideas for improving event performance	✓			✓	
Passionate about delivering the highest possible standard of events to internal and/or external customers	✓			✓	
Self-motivated and able to use initiative	✓			✓	
Flexible towards working hours, with events at evenings and weekends	✓		✓	✓	
Passion for arts delivery in HE context And understanding of objectives of The Edge in wider arts landscape		✓	✓	✓	

Code: A/F – Application form, I – Interview, T-Test, R – References