



Drum Works Project Manager Application Pack

Closing date	5pm, Friday 12 October 2018
Interviews	w/b 15 October 2018

Contract	Fixed term for 3 years
Hours of work	Part time: 2 days per week
Salary	£27,000 per annum, pro-rated for the hours worked
Job region	London

Overview of the Role

We are looking for a part-time Project Manager to provide administrative and project management support for our programme.

Drum Works is a social music project that uses drumming as a tool to inspire creativity, build social cohesion and empower young people to direct their own futures. We work with around 500 young people every week through schools, community partners and senior ensembles. Formerly part of the Barbican Guildhall Creative Learning programme, Drum Works was established as an independent organisation in 2016 and is now a Barbican Artistic Associate. You can find out more about our programme on our website: www.drumworks.co.uk.

The Project Manager will be responsible for co-ordinating Drum Works sessions in a range of community settings and schools, liaising with partner organisations, communicating with participants and their parents/carers and providing general administrative support to the organisation. The role will be instrumental in launching our new Waltham Forest community programme, which is due to start later this year. We're looking for a motivated individual who shares our core artistic and social values. Direct project management experience and excellent communication, organisational and relationship-building skills are essential. The role would be particularly suited to someone with the desire to contribute to the growth and development of a relatively new, small organisation.

Job Description

Purpose of Post

To provide administrative and project management support for the whole Drum Works programme, including:

- Project management support of the launch and delivery of Drum Works' new community programme in Waltham Forest
- Working closely with the Drum Works team to ensure successful project delivery across the wider Drum Works programme
- Providing administrative support to the Drum Works team to enable the smooth running of the organisation
- Fostering good working relationships with partner organisations, music leaders and participants

Main Duties & Responsibilities

- Co-ordination of all Drum Works sessions, performances and workshops in the Waltham Forest community programme, including recruitment of participants
- Logistical support for Drum Works school sessions and other ensemble sessions as required
- Co-ordination of ad-hoc performances and workshops: liaising with music leaders, circulating information to participants, processing consent forms, booking chaperones, co-ordinating equipment transport, drawing up agreements etc.
- On-the-ground management of performances and workshops (these may fall on evenings or weekends, in which case time off in lieu can be taken during the week)
- Keeping the Drum Works calendar up-to-date and ensuring all project activities are appropriately staffed, finding cover for delivery team members when necessary
- Maintaining drumming equipment in good working order, co-ordinating repairs and ordering replacement equipment when needed
- Ensuring earplugs are available to participants and staff at every Drum Works session
- Keeping budget spreadsheets up to date and sticking within agreed expenditure
- Co-ordinating training sessions for the Drum Works team
- Co-ordinating team, board and youth board meetings, taking minutes and circulating them to meeting attendees
- Working with partner organisations to ensure consistent and high-quality levels of project delivery, and fostering good working relationships with partners, clients and participants
- General administrative support including responding to enquiries via the website, phone and email, processing evaluation data, database updates etc.
- Updating the Drum Works website: adding forthcoming events, keeping supporters lists up-to-date etc.
- Producing the quarterly Drum Works e-newsletter
- Maintaining a safe environment for all young people participating in Drum Works, in accordance with Drum Works' Safeguarding Policy and Procedures for Working with Children
- Undertaking any other duties that may be reasonably requested

Person Specification

The skills, experience and attributes required for this role are listed below. These will be assessed in applications and at interviews.

Essential

- Experience of project co-ordination, including live events/workshops
- Excellent organisational skills and ability to work to deadlines
- Good communication skills, both written and oral, and ability to communicate effectively with people at all levels
- Good IT skills: competence with Microsoft Office packages, email and online calendars
- Good standard of literacy and numeracy
- Experience of general office administrative functions
- Attention to detail and a high degree of accuracy
- Ability to manage own workload and to work with minimal supervision
- A strong belief in social justice and in the power of music as a tool for social change

Desirable

- Experience of working in an arts organisation and/or the music education sector
- Marketing and promotion skills, including social media
- Some knowledge/experience of arts fundraising
- Experience of using a Customer Relationship Management database
- Willingness to join in with drumming sessions alongside participants

How to Apply

To apply for this post please send a CV, covering letter and completed Equal Opportunities Monitoring Form (available to download at www.drumworks.co.uk/jobs) by email to info@drumworks.co.uk.

Applications must be received no later than **5pm on Friday 12 October 2018**.

When you make your application, please read the job description and person specification carefully. We will select candidates for interview based on how well they meet the criteria in the person specification, so your covering letter should explain clearly how you meet the essential and desirable requirements for the role. It should be no longer than 3 A4 pages (shorter is fine!).

If you have any questions about the role or the application process please email info@drumworks.co.uk.