

## **Girls Programme Producer (Freelance) Job Description and Person Specification**

**Job Title:** Girls Programme Producer

**Responsible to:** Programme Manager

**Fee:** £5,000 (equivalent of one day per week x 52 weeks per year)

**Location:** Ramsgate

**Contract Type:** Freelance, part-time, one year fixed-term contract, with the possibility of a further year extension



### **Brief**

Pie Factory Music is seeking a creative and organised Producer to facilitate the Girls Programme strand of our Emerging Artists Programme, funded by Youth Music. During our pilot of the Thanet Emerging Artists Programme in 2018-19, we noticed that girls were significantly underrepresented in those who applied to be Young Producers, and the events were attended by a vast majority of boys. As we know that women are drastically underrepresented in the music industry (as BBC Radio One's DJ Annie Mac's broadcast [March 2016] on the subject of women in the music industry points out, women make up less than 15% of writers registered at PRS and less than 15% of performers booked to play UK festivals are women), we felt we needed to provide a space for girls specifically to develop their musicianship as part of the next phase of the programme. This is why we have developed a Girls Programme that runs alongside our main Emerging Artists Programme (formerly the Young Producers programme). The Girls Programme is open to up to 15 young people who identify as female or genderqueer aged 13-18.

The appointed person would be expected to start mid-September 2020, working with one cohort of participants, and finishing in mid-September 2021.

### **Background**

The Emerging Artists Programme was established in 2018 to support and empower young musicians in Thanet, funded by Youth Music. After a very successful pilot, Pie Factory Music has received further funding to continue the project for another two years, and develop new and exciting strands of work focusing on communities of young people who face barriers to accessing music opportunities - those who identify as female or genderqueer aged 13-18, and young people living in deprived areas of the Dover district.

### **Programme aim**

The aim of the programme is to build a network supporting progression to meaningful opportunities relating to music for young people in Thanet and Dover; connecting them to

highly skilled practitioners, industry experts, organisations, and music businesses; and enabling them to take the lead in their own musical journeys.

With this in mind, Pie Factory Music are keen to find a Producer who is able to facilitate a supportive environment in which young musicians who identify as female or genderqueer specifically are empowered to access and enjoy high-quality musical opportunities.

### **Key Responsibilities**

- Recruit and facilitate participants
- Facilitate monthly drop-in sessions for cohorts of participants
- Work alongside participants to design and deliver short-term music projects, masterclasses and live music events
- Manage finances to ensure that the project is delivered in a cost effective way and within agreed budgets
- Liaise with and coordinate freelance creative professionals to deliver music projects and masterclasses
- Support participants' pastoral needs, raising any concerns with the Programme Manager in line with Pie Factory Music's safeguarding and child protection policies and procedures
- Manage and complete the Girls Programme evaluation in line with the programme's overarching monitoring and evaluation framework; work with the Programme Manager to report back to funders on the programme outcomes; and deliver case studies and an evaluation report
- Supporting participants to produce an annual female-led music event as part of the POW! Festival.

### **Person Specification**

This person specification gives a picture of the skills, knowledge, experience and attributes required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

You should demonstrate on your application form how you meet the following criteria:

	<b>Essential</b>	<b>Desirable</b>
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<b>Qualifications</b>		<p>Project Management qualification or equivalent</p> <p>Arts Award Advisor training (Bronze and Silver)</p>
<b>Skills and Experience</b>	<p>Proven Project Management experience</p> <p>Experience of running community projects</p> <p>Knowledge and understanding of the music industry and young people's progression routes into it</p> <p>Excellent interpersonal and communication skills</p> <p>Excellent problem solving skills</p> <p>Excellent budget management skills</p> <p>Proven track record of monitoring and evaluating projects and reporting to funders</p> <p>Understanding of safeguarding practices</p>	<p>Experience of running creative projects for young people facing challenging circumstances</p> <p>Knowledge of Thanet and the communities who live there</p> <p>Experience of working in the music industry / professional experience as a musician</p> <p>Experience of mentoring young people</p> <p>Certificate of safeguarding / child protection training</p>

<b>Attributes</b>	Passion for music  Enthusiastic  Works well both alone and collaboratively  Able to inspire a wide variety of people, from young people, to creative practitioners, and partners	
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It is an occupational requirement of this role that it should be filled by a person who identifies as female or genderqueer.

**To apply**

Please complete the application form and send via email to [zoe@piefactorymusic.com](mailto:zoe@piefactorymusic.com) by **Friday 4 September 2020, 12pm.**

Interviews will take place in the week commencing **Monday 14 September 2020.**

The successful candidate will start in the week commencing **Monday 21 September 2020.**