

**Lewisham**  
music

# Local Project Producer

**Job Description and  
Person Specification**

**Furthering  
Talent  
Programme**

<b>JOB TITLE:</b>	Local Project Producer - Furthering Talent Programme
<b>WORK STATUS:</b>	<i>Part-time</i>
<b>LOCATION:</b>	Based at Lewisham Music, The Fellowship & Star, First Floor, Randlesdown Road, London, SE6 3BT <i>With need for regular visits and meetings across the Borough and beyond.</i>
<b>CONTRACT TYPE:</b>	<u>Fixed-term – 1 year (with possibility of extending to 2 years)</u> <i>Freelance</i>
<b>SALARY</b>	<i>£225 p/day (7 hours p/day)</i> <i>1 day p/week X 35 weeks p/year</i>
<b>REPORTS TO:</b>	Community Music Manager (Lewisham Music) Furthering Talent Programme Manager (Awards for Young Musicians)

## ORGANISATIONAL CONTEXT

Lewisham Music has been selected as one of 5 new Music Education Hubs to join the national 'Furthering Talent Programme' for 2021-2023. This programme is funded by Youth Music and led by [Awards for Young Musicians](#). The Furthering Talent programme in Lewisham will be managed by Lewisham Music.

Lewisham Music is a music education charity and the Music Education Hub for the London Borough of Lewisham, supported by funding for Arts Council England. We deliver, support and promote a broad range of music education opportunities for children and young people both within schools and in the community.

We became an independent charity in 2017 and in June 2019 we moved into new premises at The Fellowship, Bellingham, a new cultural centre which includes a cinema and live music, theatre and comedy venue.

## JOB OVERVIEW AND OBJECTIVES

The Local Project Producer will be central to developing the Furthering Talent programme in Lewisham and supporting musically talented young people from low income families to fulfil their potential. They will manage key aspects of Lewisham's Furthering Talent programme, developing relationships with young people, parents/carers, instrumental tutors, professional musicians, other musical/arts organisations and schools.

### Furthering Talent: Programme summary

Furthering Talent aims to effect significant change in how the musical potential of young people from low income families is identified and supported. This change agenda is summarised in the following outcomes.

1. Improved quality of music delivery for children and young people.
2. Increased musically inclusive practice in Music Education Hubs.
3. Improved musical progression achieved by children and young people in challenging circumstances.
4. An increase in the young musicians' confidence and agency.
5. More parents and carers are involved in supporting their children's musical lives.

Awards for Young Musicians (AYM) will work with Lewisham Music to train instrumental and class teachers in how to spot musical potential through its CPD programme, Identifying Talent. Once equipped with the knowledge of what the key facets of musical potential look like they will then identify and nominate children for involvement in the programme.

**See Appendix 2 for the range of support provided to young people through the programme.**

## **KEY RESPONSIBILITIES AND DUTIES**

### **Key tasks**

- Working with families and music tutors to provide individual support for young people's musical journeys
- Communicating and liaising with families, schools, partners and Awards for Young Musicians
- Organising and managing termly engagement events, teachers' forums and training workshops
- Evaluating and reporting on programme progress

**See Appendix 1 for a full scope of job role.**

### **How to apply**

**Deadline for applications 30 June 2020**

**Please send your CV and a covering letter or video application to [jobs@lewishammusic.org](mailto:jobs@lewishammusic.org)**

**Available for online interview on 20 July 2020 (Time tbc.)**

## **PERSON SPECIFICATION**

### **Experience and knowledge**

- Experience of working in culturally diverse communities
- Experience of building relationships with parents/carers and children and young people
- Extensive knowledge of the multiple challenges facing children and families living in Lewisham
- Experience of working with creative practitioners, young people, families, schools and music/arts organisations

### **Skills and personal characteristics**

- Strong organisational skills
- Excellent written and verbal communication skills
- Excellent interpersonal skills: an ability to relate confidently and sensitively to a wide range of people
- Research skills: an ability to research new and inspiring opportunities for young people
- Ability to work both independently and as a member of a team
- An ability to be proactive and manage your own workload and balance priorities.
- A passion for inclusive and equitable practice in the arts, and a belief in the benefits music can bring to disadvantaged communities and children.

## **Appendix 1 – Full Job Responsibilities and Duties**

### **Individual support for young people’s musical journeys:**

- Arranging teaching for new Furthering Talent students when they join the programme, including agreeing teachers’ schedules, location of teaching and timing.
- Facilitating Induction meetings with new students, their instrumental tutor and their parent/carer to discuss objectives, sign the programme agreement and tailor activity to meet the child/family’s needs.
- Managing the termly Individual Learning Plan (ILP) process for each Furthering Talent student: this will involve ensuring instrumental teachers take time to work with each student to set progression goals for that term, based on the Musical Progressions Strategy.
- Acting upon each student’s ILP progression goals to ensure a tailored approach for each pupil, organising additional musical experiences for each individual e.g. the purchase of required resources or transport to an ensemble.
- Facilitating individual progression routes for example membership of a Hub ensemble/ group and overcoming any barriers presented (e.g. travel costs, parental support etc.)

### **Communicating and liaising:**

- Communicating nomination procedures to music teachers, managing the nomination process and selection of pupils for the programme
- Providing an easy point of contact for parents via text/email/phone to assist parents in providing musical support to their children
- Liaising regularly with schools
- Communicating regularly with AYM’s Programme Manager (every two weeks on average) to update the organisation on Furthering Talent’s progress within Lewisham, highlighting particular successes and raising any issues that need addressing as soon as they arise so as to increase the programme’s effectiveness.

### **Event organising and management:**

- Organising termly Get Together events for Furthering Talent students within Lewisham (three times per academic year) based on the progression needs of the programme cohort: this will involve working with Lewisham Music to identify musical opportunities through Hub and other partners, securing the venue (ideally donated), arranging refreshments, inviting children and their parents/carers etc.
- To organise termly Teachers’ Forums to which instrumental teachers are invited and paid for their time in attending.
- Organising taster sessions for new children joining the programme, to help them experience different musical instruments/genres and therefore make informed musical choices.
- Assisting AYM’s Programme Manager in organising Identifying Talent training (two sessions per year) aimed at both classroom and instrumental teachers in the Hub.
- Assisting AYM’s Programme Manager in organising the forthcoming Identifying Talent Train the Trainers programme, particularly in the recruitment of teachers to participate.

### **Evaluating and reporting:**

- Liaising with Furthering Talent’s external evaluator, to help her tell the story of the programme and assisting her in communicating with young people, parents/carers, teachers and Hub partners.
- Gathering regular feedback from parents/carers, pupils, schools and teachers to further improve the programme
- Keeping accurate records of pupils on the programme
- With the support of Lewisham Music central team to write regular project reports
- With the support of Lewisham Music central team to provide statistical reporting for AYM’s funders

## Appendix 2 – Furthering Talent Support Package

Each young person on the programme benefits from:

**Instrumental tuition:** each nominated child has 30 minutes tuition per week in any musical genre across two academic years. Children in Lewisham will have individual tuition for two years funded by Youth Music's grant. After this time their tuition will be supported locally by Lewisham Music and our partners.

**Personalised support over the same period for each child's musical progression needs:** throughout the programme each child works with their instrumental teacher to agree an Individual Learning Plan (ILP). Together they set a series of goals for their musical progression, these goals are shared with the Lewisham Programme Producer who then works with local partners to further support each child's musical progression. Each child has a small personal budget to help them progress their musical goals (e.g. tickets to a concert, funding for new music etc.).

Other key elements of the programme include:

**Support and mentoring:** many participants are musically isolated, with limited musical opportunities. AYM will enable the Furthering Talent cohort of students to access the resources and opportunities provided by local (or national) orchestras and/or other musical organisations (e.g. Glyndebourne and musicals in the West End)

**Get Togethers:** at least one Get Together event is organised per term (three per year), together with a partner organisation. Parents/carers and other family members are invited, and help is always provided with transport costs so that this isn't a barrier. Examples include Ipad composition days, workshops followed by a concert by the BBC Philharmonic Orchestra, children working in a recording studio to play, mix and record their own compositions.

**Local co-ordination:** communicating effectively with young people and their families to ensure that their musical needs are fully met can be difficult, particularly when many participants are living in challenging family circumstances. The Lewisham Programme Producer will coordinate communications on a local level between all stakeholders.

**Communities of support:** the Get Togethers outlined above are designed to help both the young people and their parents/carers feel part of a network: young people with their peers and parents/carers with theirs. AYM have also introduced termly Teachers' Forums, to which all instrumental teachers are invited.