



# MUSIC PROGRAMME COORDINATOR

This role supports all aspects of the work of the Music team and is the first point of contact for artists, organisations and other music sector professionals. Main responsibilities include providing project support for British Council music projects. This includes preparing contracts, organising travel, arranging accommodation, itineraries and visas for UK and international music professionals and visitors engaged on British Council projects. You will work within the music team and liaise with our overseas teams, and UK music sector partners.

Other responsibilities include financial management – creating and processing orders and invoices, managing the contacts database and other aspects of record keeping and evaluation; handling external queries to Music department. The role also involves liaising with the team and the Comms and Social Media manager and assisting with Music department communications including social media and website; managing the contacts database and other aspects of record keeping and evaluation; assisting with Selector, the British Council's weekly radio show and diary management for senior members of the Music team.

## Information

Role	Pay Band	Location	Duration	Reports to:
Music Programme Coordinator	British Council Pay band 6	London	Fixed term contract to Oct 2019, full time (1.0)	Senior Music Programme Manager

## Role purpose

To provide administrative support, project assistance and professional sector liaison, making efficient use of processes and systems, to ensure the smooth running and satisfactory delivery of Music Department's work.

## Strategic Business Unit overview:

The **British Council** was founded to create 'a friendly knowledge and understanding' between the people of the UK and wider world by making a positive contribution to the countries we work with, and in doing so making a lasting difference to the UK's international standing, prosperity and security. The programmes we use to do this are wide-ranging and cover the arts, education, English, science and society.

Our UK **Arts team** works with the British Council's global network of offices to achieve significant impact and change by finding new ways of connecting and seeing each other through the arts. Our team in the UK has three main groupings: We have six art form teams; three cross-disciplinary teams; and three country-specific teams in Scotland, Wales and Northern Ireland. Our aim is to see stronger creative sectors across the world that are better connected with the UK. We believe arts and culture are vital to prosperous, secure societies, and that offering international cultural connections and experiences strengthens their resilience. We are uniquely able to make a difference thanks to our extensive and diverse networks in the UK and internationally, enabling us to respond to the individual context of each place we work in. [Link to Vision on internet.](#)

In the **Music team** we use our connections and understanding of the UK contemporary music sector across all genres from classical to urban to advise and support our international colleagues on working with music within cultural relations programmes and provide a link to the UK. Together we develop projects to encourage showcasing, collaboration and professional exchange. We work in partnership with musicians, composers, festivals, venues, journalists, programmers, sector organisations and other sector professionals to build relationships between the music communities across all genres in the UK and around the world.

## Main opportunities/challenges for this role:

- Managing competing demands on time and resource.
- Ensuring projects run smoothly and to plan, working alongside programme managers to achieve this.
- Proactive project management from contracting through to finance including purchase order and invoice processing within a large corporate system.
- Maintaining up-to-date records of contacts and activity to support music programming and evaluation.
- Maintaining good relationships across art form groups and business support teams (especially finance, IT and facilities).
- Build knowledge across all genres of the UK music sector, live, recorded and broadcast.

- Works closely with the Communications manager in Music team

## Main Accountabilities:

### Programme and team administrative support

- Implements an agreed set of project or programme activities (including, research, planning, partner liaison and logistics) to ensure these are delivered to time, budget and quality.
- Operates effective, British Council compliant controls, risk management and monitoring and evaluation processes to track progress and alert colleagues and partners to issues as they arise.
- Under direction, uses agreed Arts and/or British Council templates to produce appropriate communications materials (across a variety of media), to help raise internal and external awareness of specific projects and programmes within designated area of the Arts portfolio (e.g. preparing contracts, sourcing images, copy editing and proof reading text for publication).
- Assists with social media, communications and web site maintenance.
- Provides general administrative and logistical support to the to ensure the smooth and efficient delivery of Music Team activities e.g. organising meetings, preparing itineraries, diary management for senior colleagues when required.

### Customer/market focus

- Takes responsibility for responding knowledgeably and professionally to enquiries about the British Council's Music work within the Arts sector to ensure a high quality customer experience and maintain the team's reputation internally and externally.

### Sector/subject expertise

- Proactively maintains a sound working knowledge of major developments, issues and stakeholders within the Music sector to build professional credibility, confidence and market insight.

### Relationship & stakeholder management

- Develops good working relationships with appropriate colleagues throughout the British Council and in the Music sector to facilitate effective development and delivery of Music Department's and the organisation's British Council's Arts agenda.
- As required, represents the British Council at music - related events to ensure appropriate support is given to partners and other stakeholders.

### Financial and contract management support

- Administers British Council financial processes and procedures to enable effective budget and resource management for the team, e.g. finance and business system, procurement processes including preparation and issuing contracts, and production of regular financial reports.
- Makes travel arrangements for external contacts including flights, visas, accommodation etc and supports internal team travel requirements as requested.
- Actively seeks to ensure value for money on behalf of the British Council for example when booking venues, travel and arranging services.

### Leadership & management

- Plans and prioritises own work activities, which may span across a range of different projects and programmes responding to changing and at times competing requirements to ensure effective delivery of responsibilities over a monthly time horizon.
- Tasks and coordinates others (e.g. internal colleagues, external partners, artists, freelance advisers etc ) to complete activities in accordance with agreed project or programme milestones or requirements.

Role Requirements:		
<b>Threshold requirements:</b>		<b>Assessment stage</b>
<b>Passport requirements/ Right to work in country</b>	EU passport/existing right to work in the UK	<i>Shortlisting</i>
<b>Person Specification:</b>		<b>Assessment stage</b>
<b>Qualifications</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<b>Assessment Stage</b>
•	• Education to university level or professional experience equivalent	<i>Shortlisting</i>
<b>Job Specific Knowledge &amp; Experience</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<b>Assessment Stage</b>
<ul style="list-style-type: none"> <li>• Experience of office administration for example organising travel, finance, events and diary management.</li> <li>• Excellent knowledge of and interest in UK music sector and a wide range of contemporary UK music.</li> </ul>	<ul style="list-style-type: none"> <li>• Some professional experience within the UK music sector.</li> <li>• Experience with organising travel and visas.</li> <li>• Experience with using a system to process purchase orders and invoices.</li> </ul>	<i>Shortlisting AND Interview</i>
<b>British Council Core Skills</b>		<b>Assessment Stage</b>
<b>Communicating and Influencing – Level 2</b> Displays good written and verbal skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences		<i>Shortlisting AND Interview</i>
<b>Planning and Organizing – level 2</b> Able to organise own work over weeks and months, or to plan ahead for a team, taking account of priorities and the impact on others		<i>Shortlisting AND Interview</i>
<b>Using Technology – Level 2</b> Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use.		<i>Shortlisting AND Interview</i>
<b>Account &amp; Partnership Management - Level 2</b> Experience of communicating regularly with stakeholders, customers and/or partners to build mutual understanding and trust		<i>Shortlisting AND Interview</i>
<b>British Council Behaviours</b>		<b>Assessment Stage</b>
<b>Connecting with others (MORE DEMANDING)</b> Actively appreciating the needs and concerns of myself and others		<i>Interview</i>

**Being Accountable (MORE DEMANDING)**

Putting the needs of the team or British Council ahead of my own

*Interview*

**Making it happen (MORE DEMANDING)**

Challenging myself and others to deliver and measure better results

*Interview*

**Creating shared purpose (ESSENTIAL)**

Communicating an engaging picture of how we can work together

*Performance  
Management  
only*

**Working together (MORE DEMANDING)**

Ensuring that others benefit as well as me

*Performance  
Management  
only*

**Shaping the future (ESSENTIAL)**

Looking for ways in which we can do things better

*Performance  
Management  
only*