

**TEES  
VALLEY**

**GENERATOR**

*Tees Music Alliance*  
developing. promoting. enriching.

Recruitment Pack

**Sonic Futures**

**Programme Coordinator**

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# Introduction

Hello 🙌

Generator is on the lookout for a Programme Coordinator to help deliver a new and exciting project we are launching within Tees Valley.

Sonic Futures is a major new multi-million-pound project, funded by TVCA to develop a thriving and sustainable local music scene across Tees Valley, and delivered by Generator and Tees Music Alliance. It will include ring-fenced funding for Tees Valley-based bands and artists to boost their careers alongside support for music education, and plans to grow the region's festival scene.

Working on Generator's project strands, the perfect candidate will have coordination and/or project management experience, be detail-oriented with excellent organisational and multitasking abilities, and have a passion for the music industry and Tees Valley region.

We're looking for someone flexible and ambitious in their approach, with good contacts across the Tees Valley region, and you'll thrive working in a fast-paced creative environment amongst a small, but mighty team.

In return, we can offer you a flexible, creative work environment where you'll be supported by a passionate and positive team that's excited about making a real difference through our work.

# About Generator

A thriving place needs a soundtrack.

Music can be what brings people somewhere, and what keeps them there. It can be how we tell the world who we are and what we're about. It can be work, community and a sense of purpose and belonging. Too often the music industry is boxed off, treated either as a standalone attraction or something people do just for the love of it.

The reality is that music is an integral part of a successful economy, and for somewhere like the North East and Tees Valley it is a fundamental pillar of our regional identity. Young people growing up in these regions deserve an accessible music industry on their doorstep. They deserve an industry which provides recognised pathways for artists, and sustainable careers around them - in production, in venues, in management, and in the dozens of other professions it takes to put a musician on tape or on the stage. That's what Generator exists to build.

**Generator's mission is to create, develop and maintain a sustainable music industry in the North that ensures access for all**

We want to make noise here in the North, retain talent and develop powerful pathways into the industry, without the need to leave the area.

# Job Description

## Role Overview

The Programme Coordinator will be responsible for supporting the planning, implementation, and evaluation, of multiple programmes across the Sonic Futures project, as set out by the Head of Programmes and the Sonic Futures Project Manager. They will work closely with various stakeholders to ensure that programmes are executed efficiently and effectively, and that they align with the organisation's mission and goals.

The role requires meticulous administration, coordination, monitoring and reporting to ensure we meet our funder objectives, foster relationships with partners, and ensure our participants get the most from our support.

The successful candidate will coordinate the Sonic Futures programme across the Tees Valley, ensuring alignment with organisational timelines and values through effective collaboration with the whole Generator team. They will also contribute to the communication and marketing of the Sonic Futures programmes.

# Job Description

## Duties & Responsibilities\*

### **Programme Coordination:**

Lead on the coordination of programme objectives, timelines, and budgets in collaboration with relevant stakeholders.

Coordinate with internal team members and external partners to ensure smooth implementation of all Sonic Futures programmes.

Monitor programme progress and performance in line with KPIs from senior management team, adjusting as necessary to meet goals and objectives.

Stay informed about relevant industry trends, best practices, and regulatory requirements to ensure programme compliance and effectiveness.

Consult with beneficiaries/wider community on further programme opportunities that align with Generator's mission and goals.

### **Partner Engagement:**

Foster strong relationships and ensure fluid communication with programme partners, educators and wider creative industries in the region.

Serve as a first point of contact for programme-related enquiries and communications.

### **Event Planning and Execution:**

In partnership with the Sonic Futures Project Manager and the Head of Programmes, plan and coordinate all aspects relating to the programmes, including workshops, masterclasses, live music events, and networking sessions.

Manage logistics, invitations, and on-site coordination to ensure successful events.

### **Administration and Reporting:**

Maintain accurate and up-to-date records of programme activities, participant data, and evaluations.

Working with the Project Manager, compile regular reports on programme progress, milestones, and key performance indicators.

# Job Description

## **Budget Oversight:**

In conjunction with the Sonic Futures Project Manager, manage programme finances within allocated resources.

Monitor costs and ensure compliance with financial guidelines.

## **Communication and Marketing:**

Collaborate with the marketing teams (Generator and Tees Music Alliance) to develop and implement marketing and outreach strategies for the Sonic Futures programmes.

## **Stakeholder Engagement:**

Act as the main point of contact at Generator in Tees Valley for artists, professionals and other stakeholders in the region. Ensure transparent communication, address concerns, and manage expectations throughout the project lifecycle.

## **General:**

Attend Generator events and represent Generator as required.

Be an active member of the wider Generator team, contributing to the organisation's planning and delivery across the North.

Participate in training initiatives relevant to the duties of the post.

Collate information for Generator's Annual Reports and Board Meetings.

Undertake such other responsibilities as shall be assigned from time to time by senior Generator staff.

*\*Generator NE Ltd presents this job description as a guide to the main areas and duties for which the jobholder is accountable. However, the business operates in an environment that demands change and the jobholder's specific responsibilities and activities will vary and develop. Therefore, the job description should be seen as indicative and not as a permanent, definitive, and exhaustive statement.*

# Job Description

## Knowledge, experience, and skills required to do the job

| Area                       | Essential   | Desirable  |
|----------------------------|---|--|
| <b>Qualifications</b>      | <ul style="list-style-type: none"><li>• Educated to Level 2 (GCSE or equivalent) in Maths and English</li></ul>   | <ul style="list-style-type: none"><li>• Business / Marketing / Project Management, or related, further or Higher Education</li></ul>   |
| <b>Experience</b>          | <ul style="list-style-type: none"><li>• Proven experience in programme coordination or project management</li><li>• Passion for the music industry and Tees Valley region</li><li>• Experience working independently and collaboratively within a team</li><li>• Experience of working in a public facing environment</li></ul>   | <ul style="list-style-type: none"><li>• Experience of working in a business environment</li><li>• Comfortable with public speaking</li></ul>   |
| <b>Skills or knowledge</b> | <ul style="list-style-type: none"><li>• Proficiency in Microsoft Office 365</li><li>• Excellent organisational and multitasking abilities</li><li>• Ability to adapt quickly to changing priorities and deadlines</li><li>• Detail-oriented with a focus on quality and results</li><li>• Good social and interpersonal skills - confident in dealing with people from a variety of backgrounds</li><li>• A positive, can-do attitude with the ability to work as part of a team</li><li>• Passion for creativity, arts and culture, and ambition to achieve our mission and vision</li></ul> | <ul style="list-style-type: none"><li>• Knowledge of project management tools</li><li>• Knowledge of updating websites (WordPress)</li><li>• Knowledge of CRM database systems</li><li>• Knowledge of data protection legislation (inc. GDPR) &amp; practical understanding of how to apply / comply with that legislation</li><li>• Knowledge of, or contacts at, similar music initiatives and/or organisations in other regions</li></ul> |
| <b>Physical</b>            | <ul style="list-style-type: none"><li>• Ability to travel</li><li>• Willingness to work events outside of office hours.</li><li>• Flexible approach to working hours</li></ul>  |  |



# Job Description

## Terms & Conditions

|                         |  |
|-------------------------|--|
| <b>Job Title:</b>       | Sonic Futures Programme Coordinator  |
| <b>Location/Office:</b> | Tees Valley - based in Hartlepool, but this role will require travel across the Tees Valley region |
| <b>Working Hours:</b>   | Part Time, 30 hours (4 days)   |
| <b>Salary:</b>          | £23,500 per annum, pro rata (£18,800)  |
| <b>Start Date:</b>      | Fixed 12 month contract from start date (TBD), with potential to extend up to April 2027.          |

## Position in organisation

|                               |                               |
|-------------------------------|-------------------------------|
| <b>Reports to:</b>            | Sonic Futures Project Manager |
| <b>Responsible for:</b>       | N/A                           |
| <b>Budget accountability:</b> | N/A                           |

# How to apply

## Application Details

To apply for this role, please email your current CV and a cover letter (or equivalent video or other media) to [ceo@generator.org.uk](mailto:ceo@generator.org.uk).

Within your cover letter, we ask for you to tell us:

- Who you are and what makes you the best candidate for this opportunity?
- How do you meet the person specification? Please include examples of your experiences.

Applications will close at **5pm on Thursday 24th October 2024** and interviews will take place on **Wednesday 6th November 2024**.

If you're not a perfect match for every part of this job description, but can demonstrate transferable skills that will enable you to excel, we still encourage you to apply. Don't be discouraged if you don't hear from us right away either. We're taking our time to review all resumes and to find the best people for this role.

## Inclusion & Diversity

Applications from under-represented groups are encouraged. Generator recognises that particular groups, communities and identities are under-represented in our workforce and we are taking positive steps to address this. As such we would love to hear from you if you:

- Identify as female, non-binary and other gender minority (in keeping with our [Keychange Pledge](#))
- Are d/Deaf, have a disability, learning difficulty, significant long-term health condition which affects their daily life or would describe themselves as neurodivergent
- Are from a working-class background
- Are from the African, South, East and South-East Asian, Middle East, Latinx or North African diaspora, or have experienced racism

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