

**TEES  
VALLEY**

**GENERATOR**

*Tees Music Alliance*  
developing. promoting. enriching.

Recruitment Pack

**Sonic Futures  
Project Manager**

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# Introduction

Hello 🙌

Generator is on the lookout for a Project Manager to help shape and execute 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 across Generator's project strands, the perfect candidate will have strong organisational skills, be a creative problem-solver, and have a deep understanding of the music and wider creative industries landscape. They will enjoy fostering stakeholder relationships, strategising engagement events for the Tees Valley communities, and developing artists and professionals in our sector. Experience in managing budgets, collating data, and successfully reporting on the impact of programmes will also be crucial.

You'll be passionate about the music industry, and our wonderful region, and you'll thrive working in a fast-paced creative environment amongst a small, but mighty team.

We're looking for someone flexible and ambitious in their approach, with excellent contacts across the Tees Valley region. 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 Sonic Futures Project Manager will dynamically and creatively support the development and sustainability of the music ecosystem and infrastructure in the Tees Valley.

This role will lead on the execution of a variety of programmes within the music industry such as artist development, technical (off-stage) roles for the live sector, and creative business support.

The Project Manager requires a combination of strong organisational skills, creative problem-solving, and an understanding of the music and wider creative industries landscape. They will work closely with the Head of Programmes and a Programme Coordinator, as well as with artists and external stakeholders, to ensure programmes are completed on time, within scope, and on budget.

You will enjoy fostering stakeholder relationships, strategising engagement events for the Tees Valley communities, and developing artists and professionals in our sector. You will be adept at managing budgets, collating data, and successfully reporting on the impact of our programmes.

# Job Description

## Duties & Responsibilities\*

### **Team Management:**

Support and champion the Programme Coordinator. Foster a positive working environment that encourages creativity and collaboration, in line with Generator's Values.

### **Stakeholder Engagement:**

Develop a community and stakeholder engagement strategy for the project. Build and maintain strong relationships with the community to enhance the impact and reach of Generator's programmes.

Manage relationships with funders, partners, and other stakeholders to ensure continued funding and support for our programmes.

### **Project Planning:**

Develop comprehensive programme plans, outlining scope, objectives, timelines, and budgets. Define clear deliverables, milestones, and resource allocation.

### **Budget Management:**

Monitor and manage programme budgets, ensuring financial efficiency and control. Provide regular financial updates and forecasts to Head of Programmes.

### **Timeline & Milestone Tracking:**

Ensure that all programme deadlines are met by tracking progress and identifying potential bottlenecks. Use project management tools to maintain up-to-date schedules.

### **Risk Management:**

Identify programme risks and develop mitigation strategies. Address any unexpected challenges or issues that may arise during programme execution.

### **Performance Reporting:**

Provide regular status updates and performance reports to Head of Programmes, summarising overall project progress, issues, and achievements.

# Job Description

## **Creative Collaboration and Compliance:**

Work closely with full Generator NE and TV team, Project Steering Group, and external stakeholders, to ensure the artistic vision of the Sonic Futures project aligns with Generator Mission, Vision and Values.

## **General:**

Attend Generator events and represent Generator as required. Be an active member of the core Generator team. Participate in training initiatives relevant to the duties of the post. Undertake such other responsibilities as shall be assigned from time to time by the Head of Programmes.

*\*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 / Project Management, or related, further or Higher Education</li> </ul>   |
| <b>Experience</b>          | <ul style="list-style-type: none"> <li>Proven experience in a similar role within a similar organisation or industry, and a passion for the music industry</li> <li>Strong project management skills, with a track record of successfully delivering complex programmes.</li> <li>Experience working independently and collaboratively within a team</li> <li>Experienced and proficient in managing budgets and financial reporting</li> </ul>   | <ul style="list-style-type: none"> <li>Awareness of Local Authority-funded programmes and reporting</li> <li>Experience of managing arts-funding and reporting requirements</li> <li>Experience of coordinating and task-managing teams</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>Ambition to develop the Tees Valley's music infrastructure and develop opportunities for the region.</li> <li>Passion for creativity, arts and culture, and ambition to achieve our mission and vision</li> <li>Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.</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>Knowledge of Tees Valley creativ ecosystem</li> <li>Knowledge of, or contacts at, similar music initiatives and/or organisations in other regions</li> <li>An understanding about the equality, diversity and inclusion challenges in the industry and a passion about changing things for the better.</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>Awareness of music industry supply chains</li> <li>Knowledge of Eventbrite/other ticketing platforms</li> <li>Experience of working in music education and/or with music educators</li> <li>Knowledge of recording processes, record labels, and release management</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 Project Manager  |
| <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>          | £30,000 per annum, pro rata (£24,000)  |
| <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>            | Head of Programmes                      |
| <b>Responsible for:</b>       | Programme Coordinator                   |
| <b>Budget accountability:</b> | Monthly reporting to Head of Programmes |

# 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 **Monday 4th 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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