



# **SONIC FUTURES PROGRAMME COORDINATOR**

**RECRUITMENT  
PACK**



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# Introduction

## **Sonic Futures is on the lookout for a Programme Coordinator to help deliver our project within Tees Valley.**

Sonic Futures is a major multi-million-pound initiative funded by Tees Valley Combined Authority and Arts Council England, designed to build a thriving, sustainable music scene across Tees Valley. The project includes dedicated funding for Tees Valley-based bands and artists to develop their careers, alongside support for music education and plans to grow the region's festival landscape.

Working across the project's strands, the ideal candidate will bring coordination and/or project management experience, excellent organisational and multitasking skills, and a genuine passion for both the music industry and the Tees Valley region.

We're looking for someone flexible, ambitious, and well-connected locally, who will thrive in a fast-paced creative environment as part of a small but mighty team. In return, we offer a supportive, flexible, and creative workplace, where you'll join a passionate team dedicated to making a real difference.



# About Sonic Futures

Sonic Futures is an ambitious project funded by the Tees Valley Combined Authority and Arts Council England.

We're building a dynamic, inclusive music ecosystem that nurtures local talent and puts Tees Valley on the map as a hub for music innovation and creativity.

We believe in a future where artists, venues, and studios thrive together. By investing in talent, developing new opportunities, and growing the festival scene, we're creating an environment that's about more than music – it's about careers, connections, and a sustainable cultural economy.

**The Programme Coordinator will support the planning, implementation, and evaluation of Sonic Futures programmes. Reporting to the Head of Programmes and 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 Sonic Futures programming 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 Sonic Futures' 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 Generator's 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

## Knowledge, experience + skills



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>	

# Terms & Conditions

**Job Title:**

Sonic Futures Programme Coordinator

**Location/Office:**

Hybrid – at least two days per week at our Hartlepool office, plus home working. This role will require travel across the Tees Valley, as well as occasional work at Generator's Newcastle office.

**Working Hours:**

Full Time, 37.5 hours

**Salary:**

£25,000 per annum

**Start Date:**

Fixed 12-month contract from start date (TBD), with potential to extend up to April 2027.

**Position in Organisation**

- **Reports to:** Sonic Futures Project Manager
- **Responsible for:** N/A
- **Budget Accountability:** N/A



# How to apply



## **How to Apply**

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).

If you have any access requests or require any reasonable adjustments to take part in the interview process, please let us know when you apply – we'll be happy to accommodate your needs.

## **In your cover letter, please tell us:**

- Who you are and why you're the best candidate for this opportunity.
- How you meet the person specification, with examples of your experiences.

**Applications close at 10am on Monday 8th September 2025.**

If you're not a perfect match for every part of this job description, but can demonstrate transferable skills that would enable you to excel, we still encourage you to apply. Don't be discouraged if you don't hear from us right away – we're carefully reviewing all applications to find the right person for this role.

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

If you're unsure whether your experiences or identity would be considered under-represented, or if you'd like to discuss adjustments or support you might need in the application process – please feel free to contact us.

We're committed to creating an inclusive, accessible and supportive environment for everyone.



# SONIC FUTURES

POWERED BY

**GENERATOR**

**TEES  
VALLEY**



Funded by  
UK Government