

NORTHERN MUSIC EXPORT OFFICE

The North of England's Global Sound

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GENERATOR



THE GREAT NORTH

CREATIVE

TVCA

Tees Valley Mayor



LIVERPOOL CITY REGION
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

NE

North East
Combined
Authority

Kim McGuinness
North East
Mayor



West
Yorkshire
Combined
Authority

Tracy
Brabin
Mayor of
West Yorkshire

Operations Consultant

Procurement Opportunity

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The Northern Music Export Office

Powered by Generator, the Northern Music Export Office (NMEO) is a pan-regional music export initiative designed to accelerate the global reach of talent and music businesses from the North of England.

Backed by Tees Valley Combined Authority, North East Combined Authority, West Yorkshire Combined Authority and Liverpool City Region, NMEO connects artists and music businesses to international opportunity through global showcasing, export development and training, industry mentorship, collaborative partnerships and direct access to key global markets.

Introduction

Generator, in partnership with the Northern Music Export Office, is seeking an experienced Director of Export (contract) to support the set-up, mobilisation and operational delivery of the UK's first pan-regional music export office for the North of England.

This is a short-term, high-impact role focused on building the foundations of a globally-facing export infrastructure - ensuring the North is not just part of the conversation, but leading it.

The successful candidate will work closely with Generator's senior team, partners and Combined Authorities to translate ambition into clear systems, processes and delivery frameworks.

This work sits at the heart of Generator's mission to build long-term infrastructure, unlock global opportunity, and put Northern talent on the world stage.

Role Overview

Northern Music Export Office: Operations Consultant (Contract)

The **NMEO Operations Consultant** will lead on the operational set-up and mobilisation of the Northern Music Export Office.

This is a systems first role, focused on building & refining the infrastructure required for long term delivery.

Key responsibilities include:

Operational Set-Up & Governance

- Review existing core operational frameworks and workflows & develop where required
- Work with CEO to review and develop new governance structures across partners and stakeholders
- Define roles, responsibilities and decision making processes for external panels
- Support alignment across Combined Authorities and delivery partners

Processes & Documentation

- Work with the Generator team and external partners to build internal systems for programme delivery and reporting
- Develop key documentation (playbooks, toolkits, onboarding materials)
- Create clear processes for artist/business engagement and support
- Ensure consistency across regions and partners

Key responsibilities continued

Data & Evaluation Frameworks

- Refine and implement data capture and reporting systems
- In line with business planning, develop our existing KPIs aligned to export growth, access and impact
- Build new frameworks to evidence outcomes and inform future investment
- Align with Generator's wider impact and evaluation approach

Digital Infrastructure

- Support development of the Export Office website and digital presence
- Oversee structure and functionality of the grants / opportunities portal and rollout / mobilisation
- Ensure user journeys are clear, accessible and scalable

Programme Readiness

- Review systems and processes for initial programme delivery and adjust where required
- Work with the Export Coordinator & CEO to ensure operational readiness
- Support integration with Generator's marketing, comms and partnerships activity

Working Structure:

The Director of Export will be supported by:

- Export Coordinator (day-to-day delivery support)
- Generator Marketing & Communications Team (brand, content and launch)
- Generator Senior Leadership Team (strategy and stakeholder alignment)

Contract Details:

Duration	3 Months
Contract Value	£5,000
Time Commitment	2 days per week
Start Date	ASAP

Person Specification:

- Experience in music export / international markets
- Proven ability to build systems, processes and operational frameworks
- Strong understanding of the music industry ecosystem
- Experience working across multiple stakeholders and partners
- Experience developing or managing grants programmes, funding processes or application portals
- Understanding of digital infrastructure, including website builds and user journeys
- Strong organisational, delivery and process design skills
- Ability to work from Generator's Newcastle head office as required

How to apply

Please submit:

- A CV
- A cover letter (max 1 page) outlining your relevant experience
- Send to: ceo@generator.org.uk with the subject line: 'Northern Music Export Office: Operations Consultant'
- **Deadline: Friday 15 May**

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

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.

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