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Senior Creative Producer

**NORTHERN MUSIC
EXPORT OFFICE**

The North of England's Global Sound

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the



team

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Northern Music Export Office: Senior Creative Producer

The Northern Music Export Office

The Northern Music Export Office (NMEO) is a pan regional initiative backed by the North's combined authorities and powered by Generator, supporting artists and music businesses from the North of England to build sustainable international careers.

NMEO works with artists, labels, managers and promoters to unlock export opportunities, from international showcasing and touring to sync, streaming growth and industry connections ensuring Northern talent is heard, seen, and backed on the world stage.

Introduction

Northern Music Export Office, is looking for an organised, marketing savvy Senior Creative Producer to support the day to day running of the office.

This is a varied, hands-on role split between promoting NMEO and its artists to the wider industry, and providing the administrative backbone that keeps the grants and support programme running smoothly.

You'll support the management of NMEO's marketing and communications output, content, social channels, newsletters and campaign support – while also processing grant applications, tracking awards, and keeping in regular contact with grantees to collate the data and case studies that demonstrate NMEO's impact. You'll be comfortable moving between creative and administrative tasks in the same day, confident talking to artists and industry contacts, and meticulous about deadlines, records and reporting.

This role suits someone from a music industry, arts administration, or marketing background who wants a role that combines audience facing communications with the operational side of grant-funded programme delivery.

Role Overview

Senior Creative Producer

Key responsibilities include:

Marketing & Communications

- Support the development of marketing content and campaigns to promote NMEO, its funding programmes, and supported artists across digital channels.
- Alongside existing Generator staff, manage NMEO's social media channels, website updates and email newsletters, keeping content current, on-brand and engaging.
- Alongside the creative producer – deliver written and visual content artist features, showcase round-ups, funding announcements, sector news working with design tools such as Canva where needed.
- Coordinate promotion of NMEO showcase activity (e.g. SXSW London, Eurosonic, The Great Escape, Focus Wales, Reeperbahn, SXSW Austin) and supported artists' export milestones.
- Ensure correct use of funder, partner and combined authority branding and credits across all materials.
- Support the wider Generator and NMEO team with content capture at events, including live social posting and photography where required.

Grant Application Processing

- Act as first point of contact for applicants where required, providing clear guidance on eligibility, process and deadlines.
- Process incoming grant/funding applications: checking eligibility, logging submissions, and progressing them through the assessment and decision-making workflow.
- Support panel or assessment processes by preparing application summaries and supporting documentation.
- Issue award decisions, agreements and payment paperwork to successful applicants, and manage correspondence with unsuccessful applicants.
- Maintain accurate, up-to-date records of all applications and awards in NMEO's tracking systems.

Data Collation & Reporting

- Collect, collate and maintain data on grantees and supported artists – including streaming, social and touring/export data to evidence reach and impact.
- Support monitoring and evaluation of the funding programme, contributing to Combined Authority reporting.
- Maintain a well-organised digital archive of application data, grantee reports and case studies.
- Track and report on marketing reach and engagement alongside programme/grant outcomes for internal and funder reporting.

Grantee & Stakeholder Relationships

- Maintain regular contact with grantees throughout their award period, checking in on progress and collecting updates, outcomes and case study material.
- Build positive, supportive relationships with artists, managers and industry partners engaging with NMEO.
- Coordinate grantee participation in NMEO promotional activity (features, showcases, testimonials).
- Manage and coordinate regular Combined Authority and Strategic Steering Group meetings along with managing and distributing any relevant documents prior to said meetings

General

- Ensure all activity complies with GDPR and data protection requirements.
- Keep up to date with export funding, marketing trends and tools relevant to the music industry.
- Undertake any other duties reasonably required to support the delivery of NMEO's work.

Working Structure

Organisation: Northern Music Export Office

Reports to: NMEO Director

Responsible for: No direct line reports; may brief freelancers or contractors as required

Contract Details:

Contract	Fixed term (2 years with potential to extend)
Salary	£30,000 – £33,000 (Pro rata)
Working hours	30 hours / 4 days per week (flexible/hybrid working available)
Location	Hybrid, with a base in either Tees Valley, North East, West Yorkshire Combined Authorities. Some regional, national and potentially international travel required

Person Specification

AREA	ESSENTIAL
Music Industry Understanding	Knowledge of the UK music export landscape, international showcase festivals (e.g., SXSW, ESNS, The Great Escape), and the challenges facing emerging artists in the North.
Grant / Project Administration	Demonstrable experience in grant administration, budget tracking, data entry, and project coordination.
Marketing & Communications	Hands-on experience delivering social media campaigns, writing compelling copy, managing email marketing, and website content management.
Data Management	Proficiency in digital productivity tools (specifically with the Microsoft suite as well as CRM systems) with high attention to detail for tracking datasets and evaluations.
Relationship Building	Strong interpersonal and communication skills, with an empathetic approach to supporting artists and creative businesses.
AREA	DESIRABLE
Creative Tools	Graphic design or video editing skills (e.g., Canva, Photoshop, Premiere Pro).
Sector Experience	Experience delivering marketing or project management within a non-profit, regional development, or public funding context.
Media Relations	Familiarity with PR outreach and regional/trade music media contacts.
Funding-specific experience	Understanding of UK arts/music funding landscape (e.g. Arts Council England, PRS Foundation)

How to apply

Please submit:

- A CV
- Short video/covering statement
- Send submission email: ceo@generator.org.uk with the subject line: 'Northern Music Export Office: Senior Creative Producer'
- **Deadline: Wednesday 2 September 10am**

Inclusion & Diversity

NMEO and Generator are committed to building a team and sector that reflects the diversity of the North. Applications are particularly encouraged from candidates who are currently under-represented in the music industry, including those from working-class backgrounds, global majority communities, and those who are d/Deaf, disabled or neurodivergent. Please get in touch if you'd like to discuss any access requirements or adjustments to the application process.

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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