

GENERATOR

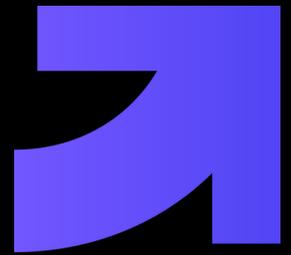
From Grassroots scenes to global stages, Generator is driving cultural and creative change across the North.

Recruitment Pack:

**GENERATOR
TECH SKILLS PROGRAMME
COORDINATOR**



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ABOUT GENERATOR

Generator is the North's leading music development organisation. Since 1991, we've been breaking barriers, building careers, and pushing boundaries. We don't just talk about the future - we create it. From grassroots scenes to global stages, we make sure talent from the North is heard, seen, and taken seriously on the world stage.

Working at Generator means being part of a small, ambitious team shaping the future of music and culture in the North. We're creative, collaborative, and driven by the belief that what we do makes a real difference.

From supporting new talent to delivering major events, every day is varied and full of purpose. If you're passionate about music, brimming with ideas, and ready to help us make change happen you'll feel right at home here.

“AT GENERATOR, WE BELIEVE TALENT IS EVERYWHERE - AND WE'RE DETERMINED TO MAKE SURE OPPORTUNITY IS TOO. WE'RE BUILDING A TEAM THAT'S NOT ONLY CREATIVE AND DRIVEN, BUT FEARLESS IN LEADING CHANGE FOR THE NORTH'S MUSIC AND CREATIVE INDUSTRIES.”

Mick Ross, CEO

ABOUT SONIC FUTURES

Powered by Generator, 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.

INTRODUCTION

Generator and Sonic Futures are on the lookout for a Technical Skills Programme Coordinator to join our team, in what's set to be a hugely exciting few years. The perfect candidate will be inspiring, champion positivity, connect with empathy, and lead with honesty and integrity. You'll be passionate about the music and creative industries, our wonderful region, and Generator's mission and vision. 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 proven experience in programme coordination or project management. Ideally, you'll have some experience of the technical/off-stage side of the music industry, but we will provide on-the-job training for the right person. Organisation and multitasking abilities are a must, as well as the ability to adapt quickly to changing priorities and deadlines. You'll be detail-oriented, focused on quality and results, and confident dealing with people from a variety of backgrounds.

A positive, can-do attitude is imperative with the desire to work as part of an inclusive team. In return, we can offer you a flexible, creative work environment where you'll be supported by a passionate and positive team, excited about making a real difference through our work.

WORKING WITH US

We're committed to making Generator a great place to work. Here's what you can expect as part of our team:

- Hybrid working - blend time in the office with time working from home.
- Flexible working hours - we value life outside of work too.
- 25 days annual leave plus bank holidays (pro rata).
- Additional Christmas shutdown so you can rest and recharge.
- Regular team get-togethers and engagement days to connect and collaborate.
- Plenty of learning & development opportunities - we invest in your growth.
- Access to industry events and experiences - be part of the North's thriving music and creative scene.

OFFICE LOCATIONS

We work flexibly and often remotely, ensuring we stay connected wherever we are.

This role is split across delivery in both the North East and Tees Valley, and will require in-person attendance in both regions. We have offices in Newcastle and Hartlepool, and are open to primary working location being in either.

- **Newcastle Upon Tyne:** Live Theatre, 27-29 Broad Chare, Newcastle upon Tyne NE1 3DQ
- **Tees Valley:** Generator, Unit 12, The BIS, 13-17 Whitby St, Hartlepool TS24 7AD

THE VALUES

**INTEGRITY
IS NON-
NEGOTIABLE**

We're straight-talking, transparent, and committed to building a fairer, more accessible industry. We stand for inclusion, respect, and backing talent based on vision and drive - not background or connections.

GENERATOR

**THE
FUTURE
BELONGS
TO THOSE
WHO
THINK
DIFFER
ENTLY**

We champion new ideas, embrace diverse voices, and push boundaries to shape what's next for music, culture, and creative business in the North.

GENERATOR

**WE DON'T
WAIT FOR
CHANGE**

**WE
MAKE**

IT

Bold ideas, bold action, bold results. We take risks, challenge the status quo, and push the industry forward, ensuring the North leads, not follows.

GENERATOR

**PEOPLE
ARE
AT THE
HEART
OF
EVERY
THING
WE DO**

We invest in talent, nurture teams, and create real opportunities. By bringing the right people together, we build something bigger than ourselves - stronger businesses, stronger communities, and a stronger industry.

GENERATOR

WE LIVE BY

ROLE OVERVIEW

TECH SKILLS PROGRAMME COORDINATOR

This role is focussed on our Technical Skills for the Live Sector programmes, which are delivered across the North East and Tees Valley. We have run iterations of this programme in Newcastle since 2023, and we are launching a second strand in 2026, ringfenced for Tees Valley residents.

You will liaise with cultural venues, organisations and facilitators across both regions, and will work closely with our freelance technical lead, a key member of the project team.

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.

You will implement the programmes across the business, ensuring alignment with organisational timelines and values through effective collaboration with the whole Generator team.

You will contribute to the communication and marketing of the Tech Skills programmes.

Project Splits: Splits are indicative and may change based on business requirements.

- North East (0.6)
- Tees Valley (0.4)

JOB TITLE:	Technical Skills Programme Coordinator
WORKING HOURS:	Full Time, 37.5 hours
SALARY:	£26,228–28,000 per annum , depending on experience
START DATE:	ASAP
REPORTS TO:	Sonic Futures Project Manager
BASED:	North East and Tees Valley
CONTRACT:	Fixed term 12 month contract (reviewed every six months with view to extend)

DUTIES + RESPONSIBILITIES

Programme Coordination:

- Coordinate and oversee the implementation of assigned programmes, ensuring adherence to timelines and objectives.
- Collaborate with internal teams to plan and execute programme activities effectively.

Partner Engagement:

- Foster strong relationships and ensure fluid communication with programme partners.
- Serve as the first point of contact for programme-related enquiries and communications.

Event Planning and Execution:

- Assist with event planning and coordination relating to the programmes, including workshops, masterclasses, live music events, and networking sessions.
- Manage logistics, invitations, and on-site coordination, along with internal team members, to ensure successful events.

Administration and Reporting:

- Maintain accurate and up-to-date records of programme activities, participant data, and evaluations.
- Generate regular reports on programme progress, milestones, and key performance indicators.

DUTIES + RESPONSIBILITIES

Budget Oversight:

- Assist in budget preparation and manage programme finances within allocated resources.
- Monitor costs and ensure compliance with financial guidelines.

Communication and Marketing:

- Support the development of programme-related promotional materials and communication strategies.
- Contribute to social media and online platforms to enhance programme visibility.

General:

- Attend Generator/Sonic Futures events and represent Generator/Sonic Futures as required.
- Be an active member of the core Generator team, contributing to the organisation's planning and delivery.
- 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.

PERSON SPECIFICATION

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

HOW TO APPLY



**When applying, please use the email subject line:
Technical Skills Programme Coordinator.**

Send your application to recruitment@generator.org.uk, including:

- Current CV or an outline of experience
- A cover letter, video, or other media, telling us how your experience makes you a good fit for this role

In your cover letter/video, please tell us:

- Who you are, and why you want to join Generator.
- One or two examples of your experience or skills that make you the right fit for this role, with examples relating to the person specification where possible.

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

**Applications close at 8am on Monday, 23rd March 2026.
Interviews will take place w/c 30th March 2026**

If you're not a perfect match for every part of this job description but can demonstrate transferable skills and the passion to excel in this role, we still encourage you to apply. We appreciate your interest and will carefully review all applications to find the right person 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

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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MUSIC
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NE North East
Combined
Authority

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VALLEY**



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COLLEGE**

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SOLICITORS

**Help
Musicians**



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