



CAMERATA IN THE COMMUNITY PROJECTS OFFICER

Job Title:	Camerata in the Community Projects Officer
Reports to:	Camerata in the Community Manager
Appointment details:	Full time, including weekend and evening work, with time off in lieu by arrangement with your line manager
Salary:	£18,000 per annum

MANCHESTER CAMERATA—‘PROBABLY BRITAIN’S MOST ADVENTUROUS ORCHESTRA’ (THE TIMES)

‘Probably Britain’s most adventurous orchestra’ (*The Times*) and a Registered Charity (no.503675), Manchester Camerata is one of the city’s vital cultural assets, with a restless ambition to ‘redefine what an orchestra can do’. We pop up in all sorts of places – from concert halls to nightclubs and bars – and collaborate with a spectrum of artists. At the heart of our ambition to redefine what an orchestra can do, we deliver a pioneering, research-led Camerata in the Community programme, covering three specialist areas: [schools](#), [health and wellbeing](#), and our [youth programme](#). This programme reaches over 30,000 people of all ages each year across the North West. Our work in dementia is growing, and so is the research behind it (read The Guardian feature [here](#)).

MAIN OBJECTIVES OF THE POST

The Camerata in the Community Projects Officer is responsible for all aspects of the day to day coordination of Camerata in the Community projects, working in collaboration with a variety of partnership organisations such as schools, music hubs, local authorities, care homes and community centres. You will work closely with members of the orchestra and freelance practitioners to ensure projects are delivered to the highest possible standard.

KEY RESPONSIBILITIES

- 1) Coordinate all aspects of Camerata in the Community project delivery, planning and evaluation**
 - Liaise with all project partners, practitioners and musicians to schedule, plan, deliver and evaluate projects
 - Attend and oversee project activity
 - Maintain and update individual project budget reports and department budget with the Camerata in the Community Manager
 - Input relevant project information on to the database and update such information where necessary
 - Monitor and maintain the department statistics reporting
 - Provide project information for board updates
- 2) Book and manage all musicians and other relevant practitioners as required for Camerata in the Community projects**
 - Book all musicians and freelance practitioners as required, providing all necessary project and contractual details at point of contact
 - Issue confirmations/ engagement contracts, project information and schedules to project staff and stakeholders

- Act as the point of contact for Camerata in the Community projects, including musicians, freelance practitioners and related project personnel
 - Organise and process payment details for the project team
- 3) Act as the main point of contact to co-ordinate the Youth Forum**
- Support individual and group development of the members
 - Develop networks that support the Youth Forum and its strategic aims
 - Generate Youth Programme activity with the Youth Forum
 - Encourage wide member involvement in the entire organisation
- 4) Work closely with the Marketing team to identify profile and development opportunities**
- Create promotional material for projects, such as flyers and eshots, and manage programme production for community projects
 - Support the marketing and communications team by sharing community messages and content across Manchester Camerata's social media channels, including Facebook, Twitter, Instagram and YouTube

Other

- Concerts cover when required
- Representing Manchester Camerata at events and meetings as required by the Camerata in the Community Manager
- Any other duties as decided by the Camerata in the Community Manager

THE PERSON

Essential skills, knowledge and experience

- Exceptional time management and organisational skills
- Excellent communicator both in person and on the phone
- Creative and flexible approach
- Practical and resourceful
- An approachable, respectful and friendly manner when working with a variety of people, some of whom may have physical or mental disabilities
- Knowledge of classical and non-classical music/ music degree or equivalent
- High level of computer literacy skills
- Full UK driving license and own car

Desirable

- Understanding of the formal education system
- Knowledge of the arts sector
- Experience of working with freelance artists