

philharmonia orchestra

LEARNING AND PARTICIPATION PRODUCER

JOB DESCRIPTION

Reports to: Director of Education

Line manages: Education Assistant

Key role objectives: To produce a range of projects as part of the Philharmonia Orchestra's Education Strategy for the formal education sector in collaboration with the Director of Education, building upon its success and working with colleagues to develop the programme. To support wider artistic/concerts programme by producing educational content that engages audiences and invites fresh perspectives.

The successful candidate will be a creative and strategic thinker who can work collaboratively across the breadth of the company and with external partners.

ABOUT THE PHILHARMONIA

Widely acknowledged for its pioneering approach to the role of an orchestra in the 21st century, the Philharmonia leads the field for the quality of its playing and its innovative work with residencies, music education, audience development and the use of new technology to reach a global audience. Together with its relationships with the world's most sought-after artists, most importantly its Principal Conductor and Artistic Advisor Esa-Pekka Salonen, the Philharmonia is at the heart of British musical life.

The Philharmonia's education and outreach programme strengthens and supports the Orchestra's presence in London and UK residencies, adding another dimension to the Orchestra's work, and reflecting the Orchestra's artistic integrity, identity and quality. The Department's work falls into four distinct strands – Schools and Young People, Communities and Family, Insights, and the Emerging Artists Programme, reaching tens of thousands of people every year.

Through high quality, relevant and compelling programmes we endeavour to inspire, excite, empower and engage a broad range of participants via an imaginative portfolio of participatory and educational projects, rooted in and reflecting the diversity of our residency communities. Partnership working is embedded within our practice, and as committed collaborators we design our projects with a wide range of organisations and stakeholders including Southbank Centre, our UK-wide residency venues, Music Education

Hubs, schools, universities, conservatoires, other arts organisations, community groups and local authorities.

The Philharmonia is entering into a new period of growth and development, which is reflected in a restructuring and expansion of the Education Department.

ROLE & RESPONSIBILITIES

The Learning and Participation Producer is a newly created role. The postholder will play a crucial role in the Education Department, working closely with the Director of Education on realising the creative and strategic vision for the Orchestra's education and participation programme. The role will produce the Department's output for the formal education sector, encompassing projects and programmes aimed at schools, music hubs, universities, conservatoires and adult learners. The role will also encompass education content that supports and amplifies our core concert offer.

Planning

- Work with the Director of Education to ensure that the formal education sector activity is integrated into the Orchestra's artistic programming, maximising opportunities to collaborate across Philharmonia Orchestra Departments and ensuring that the work of the Education Department serves to strengthen key activity.
- Undertake research and mapping as required to ensure that the formal education sector programme responds to local and regional needs and complements the work of other providers.
- Keep abreast of educational policy and practice at national and regional governmental level, ensuring that project development is aligned with current thinking and strategic development.

Programme Management and Delivery

ADULT LEARNERS

- Insights events: programme a refreshed pre-concert offer and events across our residencies and regular partner venues in collaboration with Concerts and Marketing Departments, working with Philharmonia musicians, resident and visiting artists and external partner organisations.

HIGHER EDUCATION

- Help to manage and deliver programmes that form part of the Orchestra's major strategic partnership with Leicester's De Montfort University, our principal sponsor for the Leicester residency, and the University of Leicester. These include ensemble coaching, a music scholarship programme, composer exchanges, career events and student development initiatives.
- Working closely with the Director of Education, develop partnerships with the University of Kent, Canterbury Christchurch University and University of Bedfordshire to become more strategic.
- As part of The Orchestral Experience programme, work with our conservatoire partners on the Sit-In Scheme and coaching projects.

SCHOOLS

- Produce and develop the Philharmonia's *Orchestra Unwrapped* KS2 schools concerts and associated workshop programme and INSETs, currently presented in Leicester, Bedford, London, Canterbury and Basingstoke, with plans to expand the programme to other key stages.
- Produce and develop the schools' workshop programme attached to major projects such as the Philharmonia's large-scale digital installations, *The Virtual Orchestra*, opening up the world of the orchestra to primary, SEN and secondary schools.
- Working closely with the Director of Education, create and deliver a new flagship programme for SEN schools in its residencies.

MUSIC HUBS

- As part of The Orchestra Experience programme, work with Music Hubs in the Orchestra's residencies on projects and initiatives that support the Hubs' strategic aims on recruiting and nurturing beginner orchestral musicians as well as supporting those young instrumentalists who have been identified as gifted and talented, working in partnership to nurture the next generation of musical talent. Projects will include ensemble and tuition work, plus higher profile side-by-side projects working with Philharmonia musicians and visiting artists that will be profiled within the Orchestra's season.

Partnership working and Advocacy

- Working closely with the Director of Education, sustain and strengthen existing partnerships for funding and delivery with key stakeholders, including Local Authorities, Music Education Hubs, schools, colleges and universities.
- Working closely with the Director of Education, and where relevant other senior management colleagues, to forge new partnerships with other arts, museum and heritage organisations to develop and present a range of events to enhance its major flagship artistic series.
- Share with the Director of Education representation of the Orchestra on the Strategic Boards of the Leicester Music Education Hub (6 meetings per year), Music for Bedford Borough Hub (4 meetings per year) and the Bedford Cultural Education Partnership.

Finance and Fundraising

- Contribute to, and where appropriate lead, the fundraising activity for the formal education sector programme projects, including seeking income-generating partnerships with Education Hubs and education providers.
- Pro-actively support the Director of Education and Development Department's efforts to secure sponsorship and funding for the Education Programme by assisting with the preparation of applications and helping to manage relationships with Trusts and Foundations.
- Manage specific project budgets for the Education Department, reporting progress on a regular basis to the Director of Education.

- Ensure effective reporting to external funding agencies, local authorities, sponsors, and other stakeholders who have supported the formal education sector programme projects.

Marketing, Communication and Digital

- Oversee production of project-specific marketing materials working with the Orchestra's Marketing and Digital Departments.
- Working closely with the Marketing Department, ensure that all public facing events and culminations are appropriately included in all Philharmonia, and where relevant, partner marketing materials and websites.
- Working closely with the Digital Department, plan and develop online resource materials for projects, and where possible collaborate with them on project content.

General

- Evaluate all projects to share outcomes with stakeholders and partners and to learn lessons for developing and delivering future projects.
- Attend and event manage project culminations that fall within the formal education programme, and in rotation with the Director of Education, Community and Outreach Manager and Education Assistant, attend project workshops, rehearsals and sessions across the Department's output. The majority of projects take place outside London, in Philharmonia Orchestra residency locations, and the post-holder will be required to attend around 60 events per year.
- Represent the Philharmonia at external meetings and conferences, as required, acting as an advocate and ambassador for the Orchestra.
- Ensure that the Philharmonia Orchestra's safeguarding policy and procedures are adhered to and all relevant staff and freelance practitioners have current DBS checks.
- Undertake such other duties as may reasonably be required by the Company.

PERSON SPECIFICATION

Knowledge and experience

- A minimum of three years' experience of working with the formal education sector, including schools, colleges and universities in an arts environment.
- A minimum of three years' experience creating and producing high-profile events and programmes for the formal education sector for an arts organisation, preferably music.
- Knowledge of the arts curriculum, particularly music.
- An understanding of the barriers to arts engagement.
- Knowledge of classical music, and an appreciation of other art forms.
- Experience of fundraising and working in partnership with Trusts and Foundations.
- Experience in managing multiple projects simultaneously.
- Understanding of current issues with regard to child protection.

Skills and Abilities

- Ability to manage and motivate project teams, including freelance staff, artists and volunteers, ensuring high performance.
- Sound financial skills.
- Excellent verbal and written communication skills, for a variety of audiences.
- Demonstrable ability to manage effectively and deliver high profile and largescale projects.
- Strong organisational and time management skills with strong attention to detail.
- Ability to deliver in a fast-paced environment with the ability to remain calm under pressure.

Attributes

Ability to work on own initiative and as part of a small, busy team.

Capacity to inspire and motivate others.

Positive, friendly and professional attitude.

Resilience.

Willingness to work unsocial hours, including evenings and weekends.

Willingness to travel extensively within the UK, as required.

A current and up-to-date DBS check is essential.

ADDITIONAL INFORMATION

- Salary: in range £27,000 - £29,000 per annum, according to experience.
- Hours: 9.30 - 17.30 (35 hours per week) Monday - Friday, plus evening and weekend work as required.
- Annual leave: 28 days per annum, including public holidays.
- The Company will contribute 6% of salary to a qualifying pension scheme.

APPLICATION PROCEDURE

To apply, please email your CV and covering letter to Alexandra Brierley, Director of Education: alexandra.brierley@philharmonia.co.uk

We would be grateful if you would also complete our Equality and Diversity Monitoring Form (which can be found on our website, under Vacancies) and return it to us with your application.

Please include details of two referees in your application, stating at what point in the recruitment process each of them may be contacted (we will not contact your referees without your permission).

Deadline for applications: 17.00 on **Monday 30 April 2018**.

Short-listed candidates will be invited for a first-round interview on **Wednesday 2 May**.
Second interviews will be held on **Tuesday 8 May**.

The Philharmonia Orchestra is committed to equal opportunities. We are working to achieve diversity and welcome applications from all sections of the community.