

LIVERPOOL PHILHARMONIC

PHILHARMONIC HALL

In Harmony Liverpool Producer

Candidate Information
December 2024

What is Liverpool Philharmonic?

Liverpool Philharmonic enhances and transforms lives through music.

At the heart of our work is the critically-acclaimed Royal Liverpool Philharmonic Orchestra (the UK's oldest) and Choir; an extensive programme of participatory work with young people and others across our community; and presentation of almost 400 concerts and events each year at our home, Liverpool Philharmonic Hall.

Liverpool Philharmonic is rooted in our city.

We are central to Liverpool's cultural offering, being the largest music organisation and one of the largest cultural organisations in the city, employing over 240 people. As well as our work in Liverpool our Orchestra represents the city with performances and broadcasts across the UK and around the world.

The city's young people are a central focus of our work. Our In Harmony programme provides an intensive, daily music-making programme for over 1790 children in Everton and Anfield, North Liverpool, and we run more than 5,000 workshops and events in community settings for all ages across the City. The Liverpool Philharmonic Youth Company provides a range of opportunities for music making for young people, including the Liverpool Philharmonic Youth Orchestra, Liverpool Philharmonic Youth Choir, Children's Choirs, and Rushworth Young Composers programme. We work in partnership with several Liverpool NHS Trusts delivering programmes which support people in the Liverpool city region living with a range of mental and physical health needs.

Liverpool Philharmonic is committed to diversity and inclusion.

We work hard to reach right across our community through our learning work, and concert programme.

We attract world class artists to perform at Liverpool Philharmonic Hall and our small venue, Music Room, with a diverse programme of performances ranging from classical, contemporary, rock, pop, folk, roots, and jazz to comedy, film and spoken word. We work with many organisations and cultural partners in the City to ensure that the artists and performances we put on stage, and the audiences we attract truly represent our community.

And we are working hard to ensure that our workforce is a diverse as possible.

Liverpool Philharmonic reaches more people than any music organisation outside London.

Over 350,000 people attend Liverpool Philharmonic concerts each year.

73,000 young people participate in our Youth Company and associated ensembles, attend concerts or take part in our In Harmony programme.

Around 900,000 people in 92 countries listen to our recordings each month on Spotify, more than any UK orchestra outside London.

Over 21,500 people have benefitted from our music and health programme over the last 15 years.

What is the role?

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- **Title:** In Harmony Liverpool Producer
- **Department:** Learning
- **Location:** Any Liverpool Philharmonic and In Harmony Liverpool location
- **Responsible to:** Artistic Director In Harmony Liverpool
- **Responsible for:** Learning Projects Coordinator, Freelance Musician teams, Volunteers
- **Working with:** In Harmony Liverpool Manager, Head of Learning, In Harmony Deputy Artistic Director, Lead Musicians, Musicians, other Learning Managers
- **Contract:** Full time, permanent

Principal Role

The In Harmony Liverpool Producer is responsible for programming and managing the In Harmony Liverpool 11-18 provision, comprised of extra-curricular community-based Youth Hubs across the city, talent development strands, chamber ensembles/choirs and progression into Liverpool Philharmonic Youth Company and other regional/national pathways.

This role is for you if:

- You are passionate about using music to connect communities and inspire young people to fulfil their potential.
- You enjoy designing and managing exceptional activity for young people aged 11-18, building relationships with participants and their communities.
- You can work closely with a range of artists to identify and deliver inspirational activities for young people
- You are confident in working directly with and for young people, ensuring young people's voices are included in all areas of programme design and evaluation.
- You are an advocate for music industry careers, able to connect young people with training, funding and opportunities to develop their skills and employability.

Key Responsibilities

Creative Programme Design and Delivery:

- Together with In Harmony Artistic Director, design and review curriculum, pedagogy and content of 11-18 provision, aligned to young people's interests and passions and programme aims, ensuring participant voices are at the forefront of decisions and programme design.
- Work with In Harmony senior leaders to launch new In Harmony Youth Hubs across the region, building relationships with communities, leading content design, operational planning and budget management.
- Identify and secure inspirational opportunities for young people, booking artists, speakers and establishing new partnerships to ensure young people attending any 11-18 provision are supported by exceptional professionals.
- Design a programme of relevant visits, events and training to enable skills development and building confidence of participants.
- Design the employability strand of the In Harmony Youth Hubs including industry specific workshops and training opportunities and incorporating the Skillsbuilder platform and resources.
- Lead on managing progression of In Harmony participants into regional and national opportunities, increasing numbers of participants joining Liverpool Philharmonic Youth Company, national ensembles and opportunities, and high level pathways including junior conservatoires.
- Ensure all activities are accessible and inclusive, enabling all young people to access all areas of provision.
- Working with the Artistic Director to ensure quality across all areas of 11-18 provision, responsible for observations, evaluation, monitoring, and consistent regular feedback from young people.

11-18 Programme Operations:

- Operational management of all aspects of 11-18 provision, including programming and scheduling of activities, venue management, storage, logistics, instrument and equipment management, attendance management and staffing, working alongside In Harmony Liverpool Manager to ensure smooth operations across the entire In Harmony programme.
- Lead on recruitment, retention, and progression of young people within 11-18 provision, increasing numbers attending In Harmony Youth Hubs, and increasing community partnerships and relationships to ensure more young people can access activities.
- Work closely with In Harmony Liverpool Manager to ensure progression and retention of children from In Harmony EYFS and Primary provision into 11-18 provision.
- Leading the musician, operations and pastoral teams delivering all 11-18 provision, including scheduling, contracting of freelance musicians and operations staff, and identifying and implementing relevant training.

- Manage all placement and volunteering positions, working in partnership with local authorities, higher education and community sector.
- Manage all instrument and equipment stock across 11-18 provision, ensuring records are up to date and accurate, with instruments maintained and insured appropriately.
- Responsible for all aspects of budget management for 11-18 provision, including monthly accounting and financial reporting internally and to funding bodies.
- Provide effective line management to Learning Projects Coordinator in-line with HR Policies and Procedures.

Relationship Management, Communications and Evaluation:

- Establish and manage relationships and partnerships with participating schools, venues and other stakeholders to ensure effective integration of In Harmony Youth Hubs into community and cultural landscape.
- Ensure the operational achievement of all funding requirements and contractual conditions.
- Support the delivery of community, parental and family engagement and audience development plans to maximise the impact of In Harmony and Liverpool Philharmonic in local communities.
- Lead on data management of 11-18 provision, including effective data collection, reporting and analysis to manage participation numbers, attendance, progression and identifying trends to inform programme design and delivery.
- Manage the Research and Evaluation of 11-18 provision, including working with external consultants and partners where relevant, using effective means of monitoring, feedback and reflection, including the proactive engagement of children, parents, musicians and community members, and working with In Harmony Liverpool Manager to align to overall In Harmony programme evaluation.
- Work with Head of Communications to ensure effective PR and Communications plan for 11-18 provision, ensuring all branding communications criteria from major partners and funders are achieved.
- Manage visits to 11-18 provision by high level individuals, donors, sponsors, funders and national/international guests as required.

Health & Safety and Safeguarding:

- Leading on the pastoral care and safeguarding of all 11-18 provision, responsible for ensuring activities are delivered in line with Liverpool Philharmonic's Safeguarding Policy.
- Act as Deputy Designated Safeguarding Officer, deputising for the Designated Safeguarding Officer as appropriate, and member of Safeguarding Sub-Committee.
- Responsible for Health & Safety Management of all 11-18 provision, including undertaking risk assessments, site visits, and leading all management of Health & Safety reporting and review.
- Ensure all activity is delivered within the context of the organisation's policies and procedures.

General:

- Contribute to the delivery of Liverpool Philharmonic's mission, vision, values and strategic plan as required, increasing and widening access to live music and music making.
- Commit to the organisations Inclusivity & Relevance strategy, ensuring programmes are delivered with inclusion at the heart.
- Play an active role in the successful delivery of Liverpool Philharmonic's overall Learning programme and projects in collaboration with the Head of Learning and other managers.
- In addition, the post-holder may be required to undertake other reasonable duties commensurate with their status and abilities and depending upon requirement of Liverpool Philharmonic.

Person Specification

The successful candidate is likely to be able to demonstrate the following:

Criteria	Essential	Desirable
Knowledge / Experience		
Experience designing and implementing activities, workshops and/or lessons with young people, particularly around careers or creative subjects.		**
Proven track record in project managing complex arts projects with multiple partners, including risk management, evaluation and monitoring	**	
Good track record of budgeting and financial management of projects	**	
Experience of successfully negotiating and working in partnership with a range of organisations and sectors	**	
Experience of effective line management and team leadership		**
Understanding the application and principles of music and arts as a tool to support learning, engagement and health improvement	**	
Practical knowledge and experience of Safeguarding practices and procedures	**	
Strong level of musical knowledge and understanding		**
Prior experience of working in a music or arts education management post or similar		**
Experience of working with schools, teachers, community organisations or artists		**
Knowledge of the children and young people, education, family, adult and higher education, public health and voluntary/community sectors	**	
Skills/Abilities		
Outstanding project management skills	**	
Engaging and welcoming leadership of young people	**	
High level administrative skills, particularly relating to IT (word processing, spreadsheets and databases)	**	
Excellent communication skills, both written and verbal, including presentation and negotiation skills	**	
Ability to work under own initiative and work as part of a high performing team	**	
Ability to develop positive relationships with colleagues across the organisation and with partners	**	
Ability to calmly and confidently oversee multiple projects in a fast-paced, deadline-driven environment.	**	
Ability to work unsocial hours	**	
Personal Attributes		
Passion for music and its application in learning, inclusion and community development	**	
Positive, proactive and highly motivated with a drive to achieve excellence	**	
Innovative and creative thinker	**	
Proven commitment to promoting an inclusive environment	**	

Key Information

- **Salary:** £32,000
- **Employment type:** Full Time, permanent
- **Hours of work:** In Harmony 11-18 provision generally runs between the hours of 9am and 7pm, Monday to Friday, however there may be a requirement to undertake evening and weekend work and this will be included in the 35 hour working week. You may be required to work over and above these normal working hours depending on Liverpool Philharmonic's business requirements from time to time. Overtime is not payable.
- **Place of work:** Any Liverpool Philharmonic or In Harmony location.
- **Holidays:** 26 days plus bank holidays

What benefits are offered?

Pensions

Access to a Group Personal Pension Scheme whereby employees are auto enrolled and can enjoy employer contributions.

Training and Development

We offer a dedicated training and development fund to support the growth and progression of our employees.

Service Awards

Employees are provided with additional time off and cash incentives at various long service milestones.

Complimentary staff tickets

Complimentary staff tickets are available, and employees are encouraged to attend events.

Health Cash Plan

Following two years' service you will have access to a health cash plan with an external supplier. This provides cash back towards everyday healthcare bills and a range of other wellbeing benefits.

Discounted Staff Parking

Access to reduced price parking (subject to availability) in car park operated by Liverpool Philharmonic for employees who choose to drive in to work.

Rail services

Access to the Mersey travel Season Ticket enabling the cost of annual season ticket to be spread over a period of 12 months.

Cycle to work

Cycle to Work Scheme that offers discounts on a bike and accessories, with the cost spread over a period of 12 months.

How to Apply

Please [click here](#) to submit your application.

You will be required to input your personal details and then asked to complete the required information.

You will also be asked to add a supporting statement, which can be a maximum of 500 words detailing how you meet the requirements of the job (that does not include any personal details such as your name, date of birth, gender, address or phone number).

If you require any support with this process, please contact recruitment@liverpoolphil.com

Applications are due 10am Friday 20th December. No applications will be accepted after this time.

All applicants must have the right to work in the UK.

Interviews

Short-listed candidates will be invited to attend an interview on 7th or 8th January 2025 at Liverpool Philharmonic Hall, Hope Street L1 9BP

Equal Opportunities Statement

Liverpool Philharmonic is committed to striving to represent modern Britain in all its diversity. Liverpool Philharmonic is committed to equality of opportunity and welcomes applications from all suitably qualified candidates, irrespective of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. In seeking to be representative of the Liverpool city region, applications from members of minority ethnic groups are particularly welcome as they are currently underrepresented within the creative industry. The appointment will be made on merit with independent assessment, openness and transparency of process.

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The work of Liverpool Philharmonic is supported by:



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