



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Contemporary and Commercial Music Development Manager</b>
<b>Region:</b>	<b>Stoneham Court, Reading</b>
<b>Job Code:</b>	<b>ADM02-9</b>
<b>Reporting Structure:</b>	<b>SLT - Partnership, Progression and Development</b>

---

### **Primary Job Purpose**

As Contemporary and Commercial Music Development Manager, you are responsible for all aspects of our Contemporary and Commercial music offer. This includes the development, implementation, review, funding, resourcing and delivery of our Contemporary and Commercial Music Strategy. This progression route includes live music learning, performances and gigs, digital musical learning.

You are responsible for the delivery of this activity by supporting all staff delivering in this area through sharing of best practice, CPD, mentoring etc. You will directly manage team members as appropriate.

You are also responsible for pathways into industry for our young people.

### **Principal Responsibilities**

1. Take responsibility for all contemporary and commercial music delivery across BMT
2. Using feedback from stakeholders, research, implement, develop and refine the Commercial and Contemporary Music Strategy for BMT, with significant collaboration with SLT
3. Dedicate time and resource to developing successful new areas of growth within this area, to ensure BMT is offering similar opportunities to competitors in the area.
4. Alongside SLT, identify opportunities for funding to support the financial sustainability of this area of the business
5. Alongside SLT, develop the MPower brand to establish contemporary and commercial music as a key strategic and financial strand of our work at BMT
6. Support young people up to the age of 25 to understand pathways into the music industry. This should be a robust and wholistic programme that is a key part of the C&CMD Strategy.
7. Support the delivery of the Berkshire Music Hub Inclusion Strategy across Berkshire
8. Engage with our Young Musicians Council to ensure young people are at the centre of our C&CMD strategy.
9. Take on delivery roles, as is commensurate with the post, initially up to 12 hours per week to ensure financial sustainability.
10. You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work. You must co-operate with employers and co-workers to help everyone meet their legal requirements

11. Promote and safeguard the welfare of all pupils and service users within the Berkshire Music Trust, raising any concerns in accordance with Music Trust protocols and procedures
12. To further the vision of Berkshire Music Trust through the BMT Strategy, Inclusion Strategy and any other long term strategic aims through this role
13. Any other duties commensurate with the post that may be assigned by the CEO

## Role Specialisms

1. Contemporary and Commercial Music – all aspects
2. Project management in all aspects, such as branding, financial sustainability, CPD and staffing, implementation and review
3. Understanding of musical progression pathways both locally and nationally

## Our Values

- **Inclusivity** – we believe music should be accessible to all
- **Respect** – we respect others views and lived experiences
- **Transparency** – we are open and honest
- **Innovation** – we continuously evolve and adapt to changing needs
- **Responsibility** – we take responsibility for our mission
- **Partnership** – we embrace partnership working

## ROLE SPECIFICATION

Criteria
<b>Skills and Abilities</b> <ul style="list-style-type: none"> <li>• Extensive Contemporary and Commercial Music Industry (in any musical role) experience</li> <li>• Excellent communication skills</li> <li>• Ability to manage time between various important strands of work</li> <li>• Ability to adapt to the demands of a busy working environment interacting positively with members of the public, schools, young people, parents and colleagues</li> <li>• Excellent inter-personal skills and the ability to work with a range of external stakeholders and colleagues</li> <li>• Ability to manage large budgets, including income generation</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience teaching, coaching or mentoring to an outstanding level</li> <li>• Experience in formal skills development (delivering CPD, supporting professional qualification development)</li> <li>• Experience working with young people</li> <li>• Successful project management experience</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Up-to-date knowledge and understanding of current developments and initiatives in commercial and contemporary music education</li> <li>• Understanding of pathways into music industry</li> </ul>
<b>Personal attributes and other requirements</b>	<ul style="list-style-type: none"> <li>• Understand and respect the principles of confidentiality</li> <li>• Able to work in a pressurised environment</li> <li>• Ability to work accurately with attention to detail</li> <li>• Commitment to personal development</li> <li>• Forward-thinking, positive attitude</li> <li>• Ability to establish good working relationships and work well in a team</li> <li>• Willingness to travel across Berkshire</li> <li>• Availability for weekend and evening work as required in order to fulfil the role</li> <li>• A vehicle and full driving licence; the ability to travel widely across the county</li> <li>• Committed to Berkshire Music Trust vision and core values</li> </ul> <p>Berkshire Music Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an Enhanced Disclosure and Barring Service (DBS) check.</p> <p>Berkshire Music Trust takes the responsibility of child protection very seriously and checks the suitability of staff and volunteers to work with children.</p> <p>Berkshire Music Trust is an equal opportunities employer.</p>

## ROLE COMPETENCIES

<b>Competency Group – Communication</b>	
<b>Competency Title</b>	<b>Description</b>
Listening	Understands and learns from what others say.
Reading Comprehension	Grasps the meaning of information written in English, and applies it to work situations.
Speaking	Conveys ideas and facts orally using language the audience will best understand.
Writing	Conveys ideas and facts in writing using language the reader will best understand.

<b>Competency Group - Cognition</b>	
<b>Competency Title</b>	<b>Description</b>
Analysis/Reasoning	Examines data to grasp issues, draw conclusions, and solve problems.
Creative & Innovative Thinking	Develops fresh ideas that provide solutions to all types of workplace challenges.
Decision Making & Judgment	Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.
Problem Solving	Resolves difficult or complicated challenges.
Researching Information	Identifies, collects, and organizes data for analysis and decision-making.
<b>Competency Group – Personal Effectiveness</b>	
<b>Competency Title</b>	<b>Description</b>
Accountability & Dependability	Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
Adaptability & Flexibility	Adapts to changing business needs, conditions, and work responsibilities.
Attention to Detail	Diligently attends to details and pursues quality in accomplishing tasks.
Customer Focus	Builds and maintains customer satisfaction with the products and services offered by the organization.
Development & Continual Learning	Displays an ongoing commitment to learning and self-improvement.
Ethics & Integrity	Earns others' trust and respect through consistent honesty and professionalism in all interactions.
Results Focus & Initiative	Focuses on results and desired outcomes and how best to achieve them. Gets the job done.
Safety Focus	Adheres to all workplace and trade safety laws, regulations, standards, and practices.
Self-Management	Manages own time, priorities, and resources to achieve goals.
Stress Tolerance	Maintains composure in highly stressful or adverse situations.
Tact	Diplomatically handles challenging or tense interpersonal situations.
<b>Competency Group – Interaction with Others</b>	
<b>Competency Title</b>	<b>Description</b>
Influencing Others	Influences others to be excited and committed to furthering the organization's objectives.

Relationship Building	Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
Teamwork	Promotes cooperation and commitment within a team to achieve goals and deliverables.
Valuing Diversity	Helps create a work environment that embraces and appreciates diversity.
<b>Competency Group – Occupational</b>	
<b>Competency Title</b>	<b>Description</b>
Advocating Causes	Influences others to act in support of ideas, programs, or causes.
Facilitating Groups	Enables cooperative and productive group interactions.
Interviewing Others	Asks questions in ways that enhance the clarity, quality, and reliability of information.
Providing Consultation	Partners with clients to identify and resolve complex or sensitive issues.
Training & Presenting Information	Formally delivers information to groups.
<b>Competency Group – Management Qualities</b>	
<b>Competency Title</b>	<b>Description</b>
Business Alignment	Aligns the direction, products, services, and performance of a business line with the rest of the organization.
Coaching & Mentoring	Enables co-workers to grow and succeed through feedback, instruction, and encouragement.
Leadership	Promotes organizational mission and goals, and shows the way to achieve them.
Planning & Organizing	Coordinates ideas and resources to achieve goals.
Strategic Vision	Sees the big, long-range picture.