



## BENSLOWMUSIC

### **Job Description**

<b>Job Title</b>	Head of Music & Learning
<b>Department</b>	Music & Learning
<b>Reports to</b>	Chief Executive
<b>Line manages</b>	Music Administrator, Head Volunteer Librarian
<b>Key relationships</b>	Front Desk Administrators, Head of Development, Head of Finance,
<b>Hours</b>	Full time (35hrs), with some evening and weekend work required. Majority worked in the office with some flexibility.
<b>Salary</b>	£35,000-£40,000

### **Summary of key responsibilities**

- To curate and monitor Benslow Music's annual programme of courses and concerts in collaboration with the Chief Executive
- To contribute to Benslow Music's strategic development and partnerships to support the development of the programme
- To lead and oversee the administration of the programme
- To manage the Music & Learning department budget
- To support the marketing and communications of musical activities to optimise recruitment to courses and concerts
- To contribute to the effective implementation of a new CRM and booking system
- To contribute to the planning of centenary celebrations in 2029
- To represent and promote the work of Benslow Music to the wider musical and educational community and to the general public as required and opportunity allows

### **Indicative duties**

#### **Management of music and other activities**

- Plan and deliver an ever-evolving annual programme of residential and non-residential music activities, including courses and concerts, ensuring a good balance to cater for differing genres, abilities, instruments
- Engage suitable tutors and artists, including the preparation of appropriate contracts and relevant guidance materials; manage the release of tutors where necessary
- Develop and deliver a programme of online activities, such as online courses and other digital aspirations
- Monitor the quality of activities through observation and other methods of evaluation including the coordination and actioning of feedback from clients, tutors and other stakeholders
- Manage the acquisition and use of musical facilities, including equipment and instruments, and ensure they are maintained to an appropriately high standard
- Administer bursary and scholarship schemes
- Oversee the work of the Library team, ensuring good processes are in place to support the management and enhancement of the collection
- Motivate team to achieve sales targets

- Oversee the programme diary, working with colleagues to ensure that the use of the Benslow Music campus is effectively maximised
- Manage the concert series, including booking of and liaison with artists and their agents, event management, including managing volunteer front of house and box office, ensuring adherence with health and safety policies

### **Strategic development and leadership**

- Contribute to Benslow Music's strategic development and business planning
- Strategic development of the programme, working closely with the Chief Executive
- Prepare reports to the Board of Trustees, undertaking the review and development of music activities and an assessment of performance standard
- Lead the Music team and guide music tutors, ensuring excellent standards of service, compliance and consistently high levels of stakeholder satisfaction
- Line management, ensuring strong performance of team members, supporting professional development and providing regular feedback and appraisal
- Support the development of productive artistic, educational and community partnerships that strengthen the musical activities at Benslow Music, working closely with the Chief Executive
- Advise the Chief Executive of opportunities for the development and expansion of musical and educational work locally in Hitchin and outreach further afield

### **Budget management**

- Prepare and manage the budget for musical activities
- Closely monitor the financial performance of courses, concerts and other special music projects, preparing regular reports as required
- Ensure that all musical activities are managed efficiently and that they provide best value for money

### **Marketing and Development**

- Support the effective marketing and communications of music activities at Benslow Music, working closely with marketing and development colleagues and providing specialist insight and knowledge into the programme
- Support effective fundraising through providing specialist knowledge and information required for applications or reports on activity, working closely with colleagues
- Promote the work of Benslow Music within relevant sector networks

### **General**

- Act as the Designated Safeguarding Officer for the organisation
- Act as Project Manager for special initiatives as necessary
- Contribute to fundraising activities
- Engage directly and maintain good relations with clients and other visitors

All Benslow Music staff are expected to:

- Uphold the values of Benslow Music
- Contribute to a positive and productive working culture
- Act as an ambassador for Benslow Music when interacting other organisations and members of the public
- Undertake other duties as may reasonably be required from time-to-time to support the work of Benslow Music

## Person Specification

We are looking to appoint someone who can offer an extensive balance of skills and attributes; the following criteria are all important. The successful candidate will need to demonstrate real evidence of ability to fill the role effectively.

You will have:

- Experience of programme and project management
- Sensitivity to Benslow Music's mission and ethos and commitment to the organisation's continued development
- Passion for music in its widest sense, with the breadth and depth of musical knowledge to be credible with a wide range of stakeholders – tutors, course members, trustees, volunteers and the general public
- Integrity, dynamism, flexibility and initiative
- Strong administrative and organisational skills with the ability to plan, co-ordinate, implement and manage multiple events and projects
- The ability to work well on your own, also both to lead and to work successfully as part of a team
- Good problem-solving skills, with the ability to think creatively and laterally
- Excellent written and verbal communication skills
- Strong IT awareness and computer skills, particularly with Microsoft Office applications, not least effective use of spreadsheets
- Proven capacity to work under pressure and to manage a busy workload
- The ability to manage delegated budgets

You are likely also to have:

- Broad knowledge of the music education world and of adult amateur music-making generally
- Good networks and connections in the music sector
- A keen interest in people and the willingness to network and liaise widely
- The ability to write creatively and persuasively for a public audience
- Line management experience
- Willingness to participate in the day-to-day running of the whole Benslow Music operation

## How to apply

To apply please email your application to [executiveassistant@benslowmusic.org](mailto:executiveassistant@benslowmusic.org) (Subject line: Head of Music & Learning application). You will need to include:

- A CV detailing your relevant experience and skills
- A cover letter (max 2 sides of A4) explaining why you are interested in the role and showing how you meet the person specification
- A complete equality and diversity monitoring form (available via the job page on our website)

If you have any questions regarding the role or application process, please email:

[alexis@benslowmusic.org](mailto:alexis@benslowmusic.org)

We are keen to ensure that our recruitment process is accessible to everyone. If you have any access requirements or barriers to application, please email [alexis@benbslowmusic.org](mailto:alexis@benbslowmusic.org) to discuss how we might make reasonable adjustments to the process.

**Closing Date:** Friday 9 August, 12pm

**Interviews:** w/c 26 August

Benslow Music Trust is open to all and we value the varied skills of everyone. We are an equal opportunities employer and we are committed to championing equality, diversity and inclusion in our workplace, so if you feel you are a suitable applicant, we encourage you to apply whatever your age, disability, religion or belief, sexual orientation, socio-economic background, gender, gender identity or race.

Benslow Music Trust aims to be an inclusive organisation, as well as the application form, we also ask applicants to complete our Equal Opportunities form to help us monitor our work in this area. These details are collected and stored independently to your application and cannot be traced back to you.

### **About Benslow Music**

Benslow Music creates music learning experiences for people of all ages. We support individual development, inspire curiosity, celebrate creativity, and share all the life-long benefits music brings. We do this through a programme of residential, day and online music courses, a concert series and an instrument loan scheme.

At our campus in Hitchin, we welcome and provide learning opportunities to adult musicians of all abilities. We support everyone from late-starters to early-career professionals in unlocking their potential. We offer around 150 short courses throughout the year, covering genres from classical to jazz to folk, and opportunities to explore solo, small and large ensemble playing. Through regular concerts we provide a platform for emerging and acclaimed artists.

Benslow Music is home to the Benslow Music Instrument Loan Scheme, which holds a collection of over 800 string and woodwind instruments that are lent to young musicians aged 7-25. Each year over 500 loans ensure that borrowers, regardless of background, are able to grow and develop as musicians.

Benslow Music began as the Rural Music Schools Association in 1929, offering musical education to people of all ages who were outside urban centres. In 1952, the four-acre Victorian estate in Hitchin was bequeathed to the RMSA and has since developed into a lively campus for music activity, with two recital halls, practice rooms, accommodation for around 50 people and an extensive music library. Renamed Benslow Music Trust in 1986, the Trust subsequently took responsibility for the Benslow Music Instrument Loan Scheme, which was founded in 1932 as a separate charity.

Benslow Music today is a thriving musical hub, continuing to develop its creative music activities for all ages. Current plans for the future include an expanded online offer, additional collaborative and partnership working, and further development of our site facilities and accommodation looking towards its centenary celebrations in 2029

[benslowmusic.org](https://benslowmusic.org)