

**COME
PLAY
WITH
ME**

JOB PACK

**Senior Partnerships & Development
Manager**



KEY INFORMATION

Job Role: Senior Partnerships & Development Manager

Hours: 37.5 hrs a week (full-time)

Contract: April 2024 - April 2025 (12 months with a 3-month probation)

Location: Hybrid: Central Leeds Office / Working from Home

Salary Band: C

Closing Date: Friday 5 April 2024, 5pm

ABOUT US

Come Play With Me (CPWM) is a non-profit music development organisation. We specialise in supporting people from marginalised communities to further their careers in music.

Our mission is to fight for an **equitable, inclusive** and **diverse** music industry.

We provide tailored career development for individuals through our events, record label, mentoring, podcast & magazine and workshops.

APPLY NOW

OUR TEAM & BOARD

We are a small team, working hard to build an organisation that reflects the communities we support. In 2023, our staff told us that:

47%

are Female / Non-Binary

62%

are from Working Class backgrounds

8%

have a disability

40%

are Neurodiverse

30%

are LGBTQ+

24%

are People of Colour

WHAT WE DO

We work with musicians, sound engineers, promoters, photographers, writers, event programmers and more from across the Yorkshire region to develop their skills and networks. We aim to create and sustain a more equitable creative industry through our various projects:

We run a **record label** and release a quarterly print **magazine**. We programme our flagship music conference; **I Know A Place** every January in Leeds, and every November in London, the event supports marginalised people to further their creative careers through panels, workshops and networking sessions.

We run **Come Platform Me**, a dedicated programme of support for new and inexperienced live event professionals, supporting promoters, event producers, and sound and studio engineers to gain experience and build their networks.



WHAT WE DO

We provide **workshops and learning sessions** across all our projects, this includes artist development and label support workshops as well as sessions for our magazine writers and photographers. We provide tailored sessions for everyone on the Come Platform Me project on various subjects that support them to gain experience of the live music industry.

As a queer-led organisation, we specialise in **LGBTQ+ inclusion** and a large part of our education offering is **consultancy and workshops** that help other organisations build on their support for the LGBTQ+ community.

We are currently running an **LGBTQ+ research project** with national partners on LGBTQ+ experiences in the music industry, building recommendations and resources as we go.



THE ROLE

Our mission is to fight for an equitable, inclusive and diverse music industry. We provide tailored career development for individuals through our events, label, mentoring, podcast & magazine and workshops.

We're seeking an enthusiastic and driven **Senior Partnerships & Development Manager** to join our team. The post-holder will have oversight of our developing 'Education' package and will help us grow our commercial revenue streams.

We're looking for someone with experience in generating new business and growing existing client relationships. This experience can be from any setting: it doesn't have to be music-related.

You'll be working closely with the CEO, COO, Head of Programmes and Events and other senior managers to set and achieve the yearly organisational strategy along with realistic commercial income targets. You'll also support the project teams with the delivery of other cross-organisation project workshops and conference sessions.

We work with partners across the creative industries from our base in Yorkshire, but also on a national and European level, so a willingness to travel both in the UK and Europe would be ideal.

KEY RESPONSIBILITIES

- Working alongside the senior management team (SMT) to set the purpose and strategic direction of the organisation's commercial revenue streams
- Scope, develop and implement new revenue streams for the organisation in consultation with the Senior Management Team
- Manage existing key partnerships as well as actively seek and nurture new financial and non-financial partnerships
- Communicating and marketing our 'Education' package, which includes but isn't limited to; Artist Development / Promoter / Engineer / Magazine Workshops as well as LGBTQ+ / Trans Inclusion and consultancy.
- Pitching our work to new and existing clients and creating proposal documents, reports and tracking progress
- Working with project teams to understand their work and build commercial revenue streams that support specific projects
- Evaluating our work, using this data to constantly improve and adapt our output with project teams.
- Attend regular team and leadership team meetings
- Manage relationships with patrons and ambassadors for Come Play With Me
- Representing CPWM at conferences, meetings, and industry events.

ESSENTIAL EXPERIENCE

- A strong understanding of the barriers that marginalised communities, and particularly the LGBTQ+ community, may have to accessing creative industries
- Strong organisational and admin skills, with the ability to work in a fast-paced environment and balance multiple deadlines and projects
- Proven track record in creating lasting commercial partnerships in creative or third-sector settings
- Experience in maintaining and growing revenue from diverse streams for an organisation
- Experience in tracking project income and expenditure as well as commercialising existing deliveries and achieving commercial income targets
- Experience in developing business plans and budgets, as well as supporting the development of organisational strategy
- Project management experience
- Great communication skills, both digitally and interpersonally
- A proactive team player, with the ability to work cross-organisationally

DESIRABLE EXPERIENCE

- Knowledge or experience in programme and workshop design, ideally in creative, arts or third-sector education settings.
- Excellent facilitation skills and an ability to deliver sessions to a wide range of audiences
- Knowledge and understanding of the music industry, record labels &/or live events.

YOUR APPLICATION

Our mission is to work towards an industry that is equitable, inclusive and diverse. We particularly encourage applications from people of colour, women, trans and non-binary people, disabled & neurodiverse people, people from working-class backgrounds and other currently under-represented communities in the music industry.

We welcome your skills wherever you have developed them. We're not looking for an expert on music production and distribution to work with us, but enthusiasm for local music scenes, supporting emerging artists and live music events is a must.

A large part of this role is supporting LGBTQ+ inclusion work in the creative industries, you do not have to be LGBTQ+ to do this role, but we ask that you have an understanding of the challenges that LGBTQ+ communities face in the creative industries and that you are willing and open to learning. We are an organisation actively working towards trans equality.

APPLY NOW

YOUR APPLICATION

We require a cover letter of no more than 600 words, telling us why you'd be a great fit for the role and how your experience matches those in the job description.

To apply we'll ask you to fill in an online form with the following information and questions:

- Name
- Email
- Phone Number
- Upload a CV
- Upload a cover letter (600 words)
- Give an example of a time when you collaborated with teams across different departments or organisations to achieve a common goal. How did you contribute to the success of the collaboration?
- Tell us about a time where you have successfully developed and managed a revenue stream, what were the challenges and how did you measure success?
- What do you think the biggest challenge is for marginalised people looking to further their careers in the creative industries and how do you feel that challenge could be addressed?
- Diversity Monitoring information*

If you have access requirement that means you need to apply another way, please email antonia@cpwm.co

STAFF WELLBEING AND SUPPORT

Staff wellbeing is at the centre of what we do, we strive to create a space where people can be themselves, and be open about mental health, chronic illness and neurodiversity. Sometimes the nature of our work, means this job may require evening or weekend work, but we aim to keep this to a minimum, and we have a Time Off In Lieu policy to support staff.

POLICIES

We are a small team and don't have in-house HR support, but we do have external support from our board of trustees, partners and funders. We have a number of policies in place to support you, including; Health & Safety, Safeguarding, Safer Spaces, Diversity, Equity and Inclusion, Leave Policy (including annual leave, holiday, TOIL, carers and parental), Risk Assessments.

PERSONAL & PROFESSIONAL DEVELOPMENT

We have a development strategy in place which aims to ensure our staff can spend time working on their personal and professional development. We do this by:

- Having regular appraisal meetings with your manager
- Creating a 'development plan' for the skills you want to build on
- Finding mentors if applicable
- Signposting to workshops and learning opportunities across the region

OUR OFFICE & ACCESSIBILITY

Our office is located in central Leeds, directly across from the bus station.

COME PLAY WITH ME

Yorkshire Dance Building
3 St Peter's Buildings
St Peter's Square Leeds
LS9 8AH
MAP

In the building there are:

- Lifts that access all floors of our building that can be used by wheelchair users.
- At least one accessible toilet for wheelchair users on every floor of our building.
- Accessible showers for wheelchair users with a folding seat in our changing rooms.
- Gender-neutral toilets are available, and staff and visitors are encouraged to use the toilets and changing rooms which best aligns with their gender identity or expression.
- Bookable quiet spaces and rooms for rest / prayer / baby feeding etc

Find out more about the accessibility of the building

If you have any questions about the recruitment process, or want to talk about the role further, or need any help or adjustments to apply, please contact: antonia@cpwm.co