

**COME
PLAY
WITH
ME**

JOB PACK

Senior Programmes & Events Manager



KEY INFORMATION

Job Role: Senior Programmes & Events Manager

Hours: 37.5 hrs a week (full-time)

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

Location: Hybrid: Central Leeds Office / Working from Home

Salary: £35,000 - £40,000 depending on experience

Closing Date: Sunday 19th May, Midnight

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 also provide tailored sessions on various subjects for everyone on the **Come Platform Me** project to help them gain experience in 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 looking for an experienced **Senior Programmes and Events Manager** to join our team. The post-holder will oversee all our external-facing projects, including our Record Label, Events, Conferences and Magazine.

We're looking for someone with experience in all aspects of programme delivery including managing budgets, project planning and evaluation, as well as managing people.

You'll be working closely with the CEO, COO, Senior Partnerships and Development Manager and other senior managers to set and achieve the yearly organisational strategy. You'll also be working closely with project teams to design and deliver a series of change programmes for marginalised people in the music industry and other creative fields.

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 programming and events, whilst ensuring marginalised communities are at the heart of our decision-making
- Work with other senior managers to create strategic goals, KPIs and evaluation methods for our external work including Record Label, Events, Conferences and Magazine
- Manage existing and create and nurture new key partnerships for programme and project delivery
- Tracking feedback and evaluating our work and its impact; using this data to constantly improve and adapt our output with project teams
- Implementing and overseeing budgets and financial reporting across projects, working closely with project leads and the finance team.
- Day to day line management of project teams, including the label, events, conferences and magazine, working on their career development with regular team meetings, 1:1s and appraisals
- Attend regular team and leadership team meetings
- Representing CPWM at conferences, promotional activities, meetings and industry events.

ESSENTIAL EXPERIENCE

- A strong understanding of the barriers that marginalised communities, and particularly the LGBTQ+ community, may have to access creative industries
- Strong organisational and admin skills, with the ability to work in a fast-paced environment and balance multiple deadlines and projects
- Experience in managing people and developing teams
- Proven track record in measuring impact and evaluating projects and/or programmes
- Experience in maintaining and growing delivery partnerships
- Developing business plans and budgets, as well as supporting the development of an organisational strategy
- Project management experience in tracking income and expenditure and measuring impact
- 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 design, ideally in creative, arts or third-sector 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
- Pronouns (optional)
- Upload a CV
- Upload a cover letter (600 words)

Answer the following questions (400 word limit per question)

1. Can you give us an example of a time when you have line-managed or led a team successfully? What was the key to this success?
2. Tell us about the most effective project you've managed. What worked well, how you did you engage stakeholders, and how did you track progress?
3. What do you think the biggest challenge is for marginalised people looking to further their careers in the creative industries and how would you address that challenge in this role?

- 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