



UniBrass Foundation  
Unit 12, Maple Estate  
Stocks Lane  
Barnsley  
South Yorkshire  
S75 2BL

## 1. POSITION

**1.1 Job Title:** Artist in Association Project Manager

**1.2 Company:** UniBrass Foundation

**1.3 Location:** Remote Work (with travel required as needed)

**1.4 Hours of Work:** Part time 8 hours per week on average (variable as required across the project) plus reasonable expenses

**1.5 Salary:** Fixed-term project fee of £3600 for a 20 week period

The UniBrass Foundation is committed to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the brass band sector, and the culture sector as a whole. Click [here](#) to find out more about the UniBrass Foundation Equal Opportunities and Diversity Policy.

## 2. PLACE IN ORGANISATION

Reports directly to the UniBrass Foundation Trustee Project Lead, meeting on a fortnightly basis.

## 3. GENERAL

The project role has been created to manage the UniBrass Foundation's new Artist in Association Scheme, an Arts Council England funded project offering university brass bands the opportunity to have an established professional musician embedded within their band for multiple months. The role oversees the planning of three concerts in collaboration with the Universities of Durham, York and Bristol Brass Bands, and a series of accompanying rehearsals, liaising with artists and bands, and coordinating marketing.

## 4. JOB DESCRIPTION

### 4.1 Objectives

- To oversee the UniBrass Foundation's Artist in Association Scheme, which sees three university brass bands paired with a renowned soloist and

conductor for a run of rehearsals and concerts, joint with a local youth band and community band.

- To coordinate the booking of concert venues and rehearsal spaces, either directly with venues, or with representatives from University Bands.
- To act as a contact point between University Bands, venues, Artists in Association, and the UniBrass Foundation.
- To lead national and local marketing campaigns for the concerts.
- To manage relationship with any other professionals working on the project (e.g. Artists or Graphic Designers)
- To coordinate and instruct any volunteers where necessary.

## **4.2 Person Specification**

### **4.2.1 Required Characteristics**

**The ideal candidate should fulfill most of the following:**

Can demonstrate clear support of the Foundation's charitable aims and objectives

- Knowledge of typical marketing mechanisms used within music and the performing arts
- Experience of coordinating projects with multiple stakeholders
- Proficient in the use of relevant IT (Google Docs, Google Meet)
- Ability to manage a project budget (with support from the charity treasurer)
- Ability to work independently, with a proactive approach

### **4.2.2 Desired Characteristics**

**The ideal candidate should fulfill some of the following:**

- An awareness of the brass band community.
- Experience of project management, ideally within music and the performing arts.
- Experience of running marketing for multiple simultaneous events.