

## Job Specification: Music Officer

An exciting opportunity for a dedicated and passionate individual to join the Sunderland Music, Arts and Culture Trusts team and become a pivotal member of our Sunderland Music City initiative. As our **Music Officer**, you'll play a crucial role in project managing, shaping and implementing Sunderland's Music City strategy, engaging with key partners and members, creating and implementing music city projects, and actively contributing to the cultural enrichment and development of Sunderland's music ecosystem.

### Key Responsibilities:

- Collaborate with stakeholders to establish Sunderland as an international music destination, leading a range of activities, projects, and initiatives.
- Partner with the Sunderland music sector and our members to nurture and enhance the music ecosystem in Sunderland and the broader North East region.
- Drive memberships and foster partnerships with the Sunderland music sector, wider industry professionals, the general public, the private sector and music education institutions to help make Sunderland Music City a reality.
- Lead public speaking engagements, events, and meetings to advance the agenda of music development and activity in Sunderland.
- Engage with musician development programs, music education partners, and music venues in Sunderland, serving as a point of contact for support and advice.
- Manage budgets, gather information to facilitate timely reporting to funders, support with fundraising to hit key milestones.
- Facilitate meetings, organise events, and communicate outcomes to the wider Sunderland Music City team.
- Contribute to the development and execution of regular events such as Sunderland Music City Roots, collaborating with stakeholders including authorities, industry partners, and the local music sector to establish an internationally recognised calendar of music events in Sunderland.
- Work alongside our Marketing Officer to assist in cultivating the Sunderland Music City brand to position Sunderland as a vibrant music destination. Engage in audience development initiatives at music gigs, concerts, and events to showcase the city's cultural appeal.
- Support our Marketing Officer with the creation of a comprehensive Sunderland Music City directory and database to support sector development and facilitate networking within the music community.
- Assist in formulating music-friendly initiatives in line with Sunderland Music City's wider vision.
- Contribute to bid and funding applications, collaborating with colleagues to maximise funding opportunities



### **Job Specific Requirements:**

- Support the development and implementation of the Sunderland Music City strategy in collaboration with the MAC Trust.
- Represent Sunderland Music City with professionalism and sector expertise
- Support development, funding bids, and coordination of city partners to maximise development opportunities.
- Engage with all people impacting the music sector and ensure effective communication, collaboration and buy-in to the project.
- Design, develop, and execute events and promotional activities to bolster Sunderland's music sector.
- Demonstrate proficiency in numeracy, budget management, and fundraising.
- Undertake additional duties and flexible working hours as required by the role.
- Work from various locations as needed to fulfil job responsibilities.

The successful candidate will report to the Trust's Chief Executive and the Sunderland Music City Advisory Board.

This is a three-year contract until April 2027, with the possibility of extension subject to funding.

This can be either a full-time post (37.5 hours per week) or a part-time position (16-24 hours per week).

The salary will be within a range from £30,000 to £35,000 per annum depending on the experience of the successful candidate. If the person is appointed on a part-time basis the salary will be pro rata depending on the number of hours contracted.

Please send a copy of your CV and a cover letter to Michelle Daurat, MAC Trust's Chief Executive [Michelle.Daurat@mactrust.org.uk](mailto:Michelle.Daurat@mactrust.org.uk)

Applications for the post will close at 5pm on 13<sup>th</sup> May

## Person Specification

Essential Requirements	Desirable Requirements
<ul style="list-style-type: none"> <li>• Background in the Music/ Cultural Sector with experience and knowledge of the Music Sector, including venues and organisations, as well as the wider music industry</li> <li>• Degree or equivalent professional qualification/ experience in music or arts sector / or music venue, events, festival sector experience</li> <li>• Experience of managing project development, in line with a specific set of aims including financial, budget, and people management.</li> <li>• Experience of delivering programmes, activity and music related events and projects.</li> <li>• Excellent communication skills, both written and oral and a high level of inter-personal skills, including public speaking.</li> <li>• Confident to host events and speak at public platforms.</li> <li>• Ability to think strategically, be proactive, diplomatic and forward thinking</li> <li>• High level of interpersonal skills and a commitment to the responsibilities of representing the values of the Trust</li> <li>• Conflict resolution skills</li> <li>• Ability to maintain high standards and work under pressure and to tight timetables</li> <li>• Excellent organisational skills and attention to detail</li> <li>• Self-motivated and able to work both independently and as part of a team</li> <li>• Commitment to the Trust’s policies including Equal Opportunities Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working directly with music and cultural sector.</li> <li>• Experience of working on a cultural festival.</li> <li>• A track record of successful funding bids or commercial sponsorship success.</li> <li>• Experience of project managing a website/digital platform.</li> <li>• Demonstrate success on leading successful partnerships.</li> <li>• Music related training/ Music performance experience or Music Management experience.</li> <li>• Experience of writing, applying /submitting funding bids for music/ creative programmes.</li> <li>• Skilled in developing digital platforms and promotional material.</li> <li>• Ability to undertake in depth research and analyse data, building digital platforms and databases.</li> <li>• Experience of monitoring and evaluating projects.</li> </ul>