



## RPO Community and Education Lead Producer (Maternity Cover) Fixed Term Job Description

### ROLE

Reports to	Director of Community and Education
Salary	£38,000-£42,000 per annum depending on experience
Location	RPO Office (16 Clerkenwell Green, London EC1R 0QT and from Summer 2025 at 15 Rutherford Way, Wembley Park) and wherever Community and Education projects are delivered in the UK and abroad. Option to work 2 days per week at home, subject to project requirements.
Contract	Full Time, <b>6 months</b> from mid-May 2025
Working hours	Core hours 9.30am to 5.30pm Monday to Friday with variation when projects require evening and weekend work

### APPLICATION AND INTERVIEW DATES

Application deadline	Monday 7 April 2025, 9am
Interviews	Tuesday 22 & Wednesday 23 April 2025
Format of application	A CV and covering letter emailed to <a href="mailto:recruitment@rpo.co.uk">recruitment@rpo.co.uk</a> Please put <b>RPO Community and Education Lead Producer (Maternity Cover)</b> in the Subject line and address your application to Chris Stones, Director of Community and Education
Application information	Please see our <a href="#">Guide for applicants</a> and our website <a href="http://www.rpo.co.uk">www.rpo.co.uk</a> Applicants must have the right to work in the UK

### PURPOSE OF THE ROLE

This key role in the Community and Education department at the RPO is an opportunity for a strategic-minded and experienced producer to take on the delivery and development of major programme initiatives as part of RPO Resound, one of the UK's most ambitious and renowned orchestral community and education programmes. The portfolio includes high-profile national and international projects, with further opportunities to assist the Director of Community and Education in programme development.

RPO Resound engages over 9,000 participants a year with the Orchestra and its musicians, offering a diverse programme of quality creative learning and participatory projects. Responding to the specific needs of the communities it serves, RPO Resound encompasses work in schools and special schools, local and community based activities, partnerships with music services and cultural education providers, a strong Arts & Health strand, and further enrichment activities supporting the Orchestra's concerts and residencies.

## JOB DESCRIPTION

### **Project Design, Management & Delivery**

- Lead on the delivery of strategically significant areas of the Resound programme, liaising closely with the Director of Community and Education to ensure all activity meets the aims of the organisation.
- Assist the Director of Community and Education in developing the profile of the RPO in key national and international residencies, and in particular Brent, through activity responsive to the needs of communities and partners in these areas.
- Provide leadership for Resound artistic and delivery teams, ensuring that for each project musicians, workshop leaders and production staff are appropriately skilled and adequately supported.
- Plan, programme and provide on-the-day management of concerts, events, workshops and other project sessions, dealing with logistics, supporting relationships, and quality assurance.
- Ensure effective monitoring procedures and evaluation methodology across all areas of the portfolio, and prepare evaluation reports for funders and other stakeholders as required.

### **Partnership Management & External Representation**

- Maintain relationships with key stakeholders nationally and internationally including artists, educational and cultural institutions, commercial bodies and the public sector.
- Use discretion, sensitivity and diplomacy to manage complex partnerships and balance disparate and sometimes competing needs to deliver the best possible outcomes for all stakeholders.
- Proactively develop new and useful relationships for the RPO through RPO Resound with partners internationally and across the UK.

### **Finance**

- Ensure the rigorous financial management of Resound programmes, developing and maintaining accurate project budgets, controlling costs to ensure best value for the RPO, and overseeing all income and expenditure.
- Lead on the negotiation of key contracts with artists, service providers and other delivery partners, in line with relevant industry precedents and agreements, and ensuring best value for the RPO.
- Administer contractor and supplier invoices in a timely manner, adhering to the finance timetable for payment processes.
- Record and report to Finance on a monthly basis by the due date, all required payments to musicians.

### **Safeguarding**

- Implement safeguarding procedures in-line with RPO policy and procedures.
- Undergo regular safeguarding training and maintain a good level of safeguarding knowledge and awareness at all times.
- Maintain the highest levels of professionalism in handling confidential data, information and disclosures from individuals, organisations and participants.

### **Marketing & Communications**

- Work closely with the Business Development team to ensure good coverage of RPO Resound

activities, and to provide copy for relevant RPO marketing material and publications.

- Contribute to the monthly orchestra schedule and keep the online schedule up to date, to inform musicians of the pipeline of work.

### **General**

- Remain up-to-date with relevant policy developments and initiatives in arts, culture and music education as well as in community, health and education settings.
- Support the smooth management of office systems including filing, contacts, databases and financial spreadsheets.
- Act as a designated contact for emergency situations which may arise during RPO Resound events.

## **PERSON SPECIFICATION**

### **Essential: Experience**

- Significant experience as a producer or project manager in cultural or educational fields, with a proven track record of delivering excellent and impactful work.
- Experience of managing freelance artists and leaders.
- Experience of developing and managing complex partnerships in the cultural or educational sector.

### **Essential: Skills**

- Proven leadership skills, including the ability to manage and motivate teams of artists, freelancers, staff and partners to achieve complex outcomes.
- Excellent written and communication skills with meticulous attention to detail, and the ability to communicate effectively with a variety of audiences.
- Strong interpersonal skills, with a proven ability to work with a wide range of partners, artists and participant groups.
- Excellent time-management and administrative skills.
- High level of financial literacy.
- High level of digital and computer literacy.

### **Essential: Knowledge/Understanding**

- A solid, practical understanding of planning and delivering large-scale, complex projects.
- Clear understanding of the issues involved in safeguarding children, young people and adults at risk.

### **Essential: Attitude**

- Evidence of a high degree of self-motivation and the ability to work effectively, solve problems and make decisions under pressure in a demanding work environment.
- A demonstrable commitment to diversity and inclusion.
- A passionate advocate for arts education with a belief in the transformative potential of music.
- Willingness to travel around the UK to regional venues and partners, and to work some weekends and evenings.

### **Desirable**

- Experience of delivering projects in alternative educational and health settings, working with participants with additional and complex behavioral / educational needs, and severe learning

disabilities.

- Experience of planning and delivering international projects.
- Experience of working with professional orchestral musicians.
- Musical literacy and knowledge of mainstream orchestral repertoire.
- Comfortable speaking in public and, when required, to the media.
- Understanding of curriculum frameworks, SEN/D systems and public healthcare structures.
- Clean UK driver's license and ability to drive in central London and around the UK.

### **Safeguarding**

- This role involves working with children and young people and adults at risk, therefore the appointment will be subject to an enhanced Disclosure & Barring Service check.

### **ADDITIONAL BENEFITS**

- 25 days annual leave per annum (pro rata)
- Bank holidays
- Time off in lieu for work on weekends or Bank holidays
- Pension scheme with an employer contribution up to 6% of salary