

# Britten Sinfonia

<b>Job Title:</b>	Creative Learning Director (maternity cover)	<b>Job Category:</b>	Head of Department
<b>Department/Group:</b>	Creative Learning Department	<b>Job Code</b>	CLDIRMAT2014
<b>Location:</b>	Cambridge	<b>Travel Required:</b>	Yes – UK driving license required
<b>Level/Salary Range:</b>	£28,000 to £30,000	<b>Position Type:</b>	Fixed term contract (approx. 11 mths)
<b>HR Contact:</b>	Paul O’Brien	<b>Date posted:</b>	26 September 2013
<b>Will Train Applicant(s):</b>	Isobel Timms Creative Learning Director	<b>Posting Expires:</b>	5.00pm, Friday 25 October 2013
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>E-mail:</b>  recruitment@brittensinfonia.com  Subject Line: <b>Attention:</b> Creative Learning Director Role		<b>Post:</b>  Paul O’Brien, Finance Director, 13 Sturton Street, Cambridge, CB1 2SN	
<b>Job Description</b>			
<b>Reporting to the Chief Executive</b>			
<b>Job Purpose</b>			
<p>The appointed Creative Learning Director will be the lead individual providing the vision and strategy for this area of our work, and the way in which it is implemented, working closely with the CEO as well as the other members of the Britten Sinfonia management team. There is support from a full-time Creative Learning Assistant.</p> <p>This is a full-time position although we will be prepared to discuss part-time or flexible arrangements for the right candidate.</p>			
<b>Our Creative Learning programme spans three core areas: Talent, Schools, and Community &amp; Family</b>			
<p>This includes projects such as:</p>			
<b>Talent</b> – Britten Sinfonia Academy   Composers’ project ‘OPUS2014’   Work with our three partner music hubs – Peterborough, Norfolk and Cambridgeshire.			
<b>Schools</b> – Creative Learning at Lunch Projects   Schools’ Concerts   Other special workshops			
<b>Community &amp; Family</b> – Family Concerts   Youth projects in Peterborough & Norwich			
<b>Role and Responsibilities</b>			
<ul style="list-style-type: none"><li>To oversee and manage all Creative Learning projects, including attending meetings with stakeholders, booking project leaders and musicians, processing schedules and contracts and attending projects as appropriate</li></ul>			

- To establish policy priorities in relation to Creative Learning in conjunction with the Chief Executive and other Heads of Departments
- To contribute to establishing and sustaining those strategic partnerships that will benefit the dynamic role of Britten Sinfonia in the region, nationally and internationally
- To ensure that Creative Learning is effectively managed within the total management structure of the orchestra (e.g., through the Orchestral Planning and Administration System [OPAS]; office administration; lines of communication)
- To monitor and evaluate all Creative Learning activities and report back to funders
- To initiate, plan and budget all Creative Learning projects with reference to the Finance Director
- To work strategically on fundraising in association with the Development Director and Finance Director
- To work with the Marketing Director to ensure appropriate media coverage and marketing of Creative Learning activities
- To line manage the Creative Learning Assistant
- To report for and attend Board Meetings as appropriate
- Responsibility for Safeguarding and enhanced DBS checks

#### GENERAL TERMS AND CONDITIONS

- The position is based at the Britten Sinfonia offices in 13 Sturton Street, Cambridge CB1 2SN from 9.30 to 5.30. Some evening and weekend work will be necessary. Time off in lieu will be given in agreement with the Chief Executive
- The contract is expected to run for 11 months from February to December 2014
- Salary will be according to experience
- 25 days annual leave per annum
- This post is subject to an enhanced DBS check

#### PERSON SPECIFICATION

- A passion for music and music education
- A knowledge of and commitment to orchestral community and education work
- In-depth knowledge of orchestral music
- Experience of formulating and managing music educational projects
- Experience of working with professional musicians in the education sector
- Understanding of the National Curriculum and current educational issues
- Financial literacy with experience of working on funding applications and managing budgets
- First class organisational skills
- Experienced in Microsoft Office, especially Word, Outlook and Excel
- Full UK driving licence
- Strong communication skills

Reviewed By:	Paul O'Brien	Date:	24/09/2013
Approved By:	David Butcher	Date:	24/09/2013