

J U K E B O X

C O L L E C T I V E

Job Title	<i>Programme & Participation Manager</i>
Department	<i>Classes, Outreach & Academy</i>
Reports to	<i>Artistic Director</i>
Responsible for	<i>Freelance teams, tutors, assistants & volunteers</i>

JOB CONTEXT

We are a community-rooted, youth-led collective nurturing tomorrow's creative voices. We do this through our multidisciplinary classes, academy and creative agency where we specialise in artist management, casting, curation & consultancy

We play an integral part in shaping how Black and ethnic minority cultures are represented within the Welsh cultural sector and we strongly believe in the power of art and culture to change people's lives.

Jukebox Collective is looking for a Programme & Participation Manager to work within our Multidisciplinary Classes, Outreach and Academy and join our small team based in Cardiff. The ideal candidate will have a strong interest in artist development and community engagement. Alongside the team you will lead our participation and academy programmes, ensuring they nurture creativity and equip students with the skills, knowledge and confidence to prosper.

PURPOSE AND SCOPE

We are looking for a team leader who embodies the values of curiosity, integrity, resilience and kindness. You must have a keen interest in developing a thriving creative community as well as having the incentive to create income opportunities.

You will work closely and collaborate with the wider team to design, plan, facilitate and evaluate the programmes. You will be highly organised and take responsibility for all activities.

Our aim is to inspire and enable talented people to do their best work, in environments that foster personal and professional growth.

RESPONSIBILITIES

Management and Teamwork:

- Direct line management responsibility for programme assistants, tutors and freelance staff
- Managing relationships with external stakeholders such as local authorities, venues, schools, youth clubs, community members etc.
- Collaborate with the Marketing Coordinator to promote programme
- Responsible for all programme Administration, Health & Safety measures, Safeguarding and Procedures

Growth and Engagement:

- Developing commercial strategies to grow membership and securing outreach clients.
- Developing engagement strategies to reach target demographic.
- Supporting Fundraising applications for all programmes and special projects
- Seek opportunities for students to perform and events, sharings and fundraisers

Programme Planning and Management:

- Producing an excellent community and Academy programme. Ensuring the delivery of high quality classes that are responsive, relevant and reflect the needs of diverse communities.
- Managing Classes, Academy & Outreach department incl: scheduling, day to day running, venue liaison, rotas, training and development, budget management, bursaries and our young leaders programme.
- Produce annual showcases and sharings to our network, funders and community.

Reporting and Evaluation:

- Management of reporting and evaluation incl: creating effective reporting systems, collation of activity figures and student development.

Advocacy:

- Actively seek out opportunities to promote Jukebox Collective activities and use these opportunities to engage new members and build a network of community leaders and influencers. .

PERSON SPECIFICATION

Essential Skills and Experience

- Highly organised with excellent administrative to include online IT systems
- Embrace challenges with an optimistic, calm attitude
- Invested in the organisations success and seek to share its purpose and values
- Contribute to ideas and share knowledge
- Confident team leader with experience of programming community/commercial activities or with transferable experience in a similar role
- Purpose-driven, growth mindset
- Strong interest in breaking down barriers and a commitment to making the arts accessible
- Experience of budget administration and reporting
- Understanding of youth culture and the creative industries
- Excellent written English, with knowledge of marketing and communications
- The ability to work on your own initiative and a positive, proactive attitude
- Knowledge of best practice safeguarding procedures of young people and vulnerable adults

Desirable

- A UK drivers licence and access to a car for work purposes
- Fluency in spoken and written Welsh/Somali/Urdu/Bengali/Arabic/Czech or other local languages
- A formal qualification in relevant field
- Experience in management (this may include Studio/gym/arts management roles)
- A qualification in safeguarding, first aid or risk management

We reserve the right to withdraw post early upon finding the right candidate

Jukebox Collective is an equal opportunities employer

We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates.

We accept name, address and other personal identifier blind applications.

If you require this job description in an alternative format, please contact jobs@jukeboxcollective.com

If you require any reasonable adjustments to the application and/or recruitment process, please contact jobs@jukeboxcollective.com

Summary

Based at

Butetown Community Centre, 40 Loudoun Square, Cardiff CF10 5UZ

Hours

Full Time (with some weekend working) - 35 hours per week

Salary

£26,000+ per year (negotiable depending on experience)

To Apply:

Please send:

- a cover letter/video cover letter describing your suitability for the role and why you wish to work for Jukebox Collective, plus
- a recent CV/video CV

to jobs@jukeboxcollective.com

Closing Date

18/09/2023

Interviews

TBC*

(Before end of October 2023)