

SONIC BOTHY

PROJECT MANAGER   
  
VACANCY DETAILS

Sonic Bothy’s vision is to make opportunities and empower disabled musicians to create, perform and collaborate in the composition of original new and experimental music, and to contribute a significant body of music work to Scottish new music. We seek new ways to collaborate on a truly equal footing within mixed ability ensembles. We wish to realise the significant contributions disabled musicians can make to sound, art and music culture, and to celebrate and promote music created by individual artists and mixed ability groups.

We are seeking a Project Manager to join our small and dynamic team at a time of growth and change for Sonic Bothy. This exciting, hands-on post combines day to day project management and planning with delivery of performance events and workshops, and aspects of project development. Knowledge and experience of music performance events and workshops, community, education and outreach with project management is essential, as is a knowledge and understanding of access for disabled and neurodiverse people in arts and music. A people-centred person who welcomes teamwork and supporting artists and participants to deliver quality experiences will enjoy this role. Someone who enjoys both practical events management on site, as well as desk work will be a good fit for this position.

The post entails a mixture of remote and in-person working, and will involve travel within and outwith Glasgow, being routinely present for activities and meetings, as well as overseeing in person the management and delivery of events and performances as projects dictate. The majority of Sonic Bothy’s work takes place at Glasgow City Halls, with a shared working space in Glasgow City Centre which is used when required. This position is a part-time, 4 days per week (0.8FTE), employed post for 1 year with a view to continue.

Project Management

* Delivery of Sonic Bothy’s projects
* Timetable planning, resource management and smooth delivery of Sonic Bothy’s 3 core programmes – Sonic Bothy Ensemble, Bothy Learning Space and Open Sessions Series.
* Set up and delivery of any new projects.
* Undertaking research and development for a new YMI strand of our work, engaging with young people, schools and other organisations; supporting artists with development days.
* Ensuring the delivery of project objectives including engaging participants and working with Sonic Bothy’s external partners to achieve outcomes, meeting audience targets, future project development work, monitoring and evaluation.
* Planning and consultation with General Manager & Creative Director on future projects.
* Smooth project financial management, including cashflow, budgeting and projections, and working closely with the General Manager on all finance-related matters.
* Managing a team of artists and line managing the company administrator.
* Liaising with venues to book spaces for sessions and performances.
* Managing the smooth running of weekly rehearsal sessions, including smooth digital-in person, hybrid working in Sonic Bothy’s sessions, supported by the Administrator.
* Managing events and performances in person, liaising with venue staff, Sonic Bothy staff and overseeing participants wellbeing; overseeing get-in and out.
* Ensuring access needs are met within project delivery.
* Engaging and expanding audiences and supporters.
* Contribute to marketing, press releases and promotion of events and activities. Preparing materials for social media platforms and some management of promotion.
* Reporting.
* Along with the General Manager, ensuring the implementation of company policies: Safeguarding, Health and Safety, GDPR, Equalities and others.
* Along with the General Manager, helping to upkeep consent paperwork, and information management.

| **Skills and Experience** | **Essential** | **Desirable** |
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| Demonstrable experience of developing and managing arts projects. | **✓** |  |
| Experience managing a team of artists, participants and staff. | **✓** |  |
| Able to make decisions independently. | **✓** |  |
| Open-minded approach to work and flexibility to be proactive or reactive when appropriate. | **✓** |  |
| Understanding of accessibility issues and ability to find solutions to access barriers for staff, participants and audiences. Handling access as a priority and with sensitivity. | **✓** |  |
| Knowledge of the social model of disability. | **✓** |  |
| Strong communicator, adapting communication style to the needs of individuals and their support networks. | **✓** |  |
| A commitment to our values and principles. | **✓** |  |
| Strong skills in financial management and track record of delivering work within budget. | **✓** |  |
| Track record of delivering reports and keeping to deadlines. | **✓** |  |
| Working knowledge of setting up and hosting Zoom meetings, especially the technical aspects for sound. Ability to talk others calmly through these settings. | **✓** |  |
| An interest in experimental music and the arts. |  | **✓** |
| Experience in marketing and expanding audiences. |  | **✓** |
| Experience of managing organisation or festival social media platforms. |  | **✓** |
| Some knowledge of the charity sector, including funding landscapes in Scotland. |  | **✓** |
| A member of the PVG Disclosure Scotland Scheme. |  | **✓** |
| Holds a valid, clean driving licence. Experience of driving rental vans is beneficial. |  | **✓** |

Please apply by completing and sending the Application Form to Sonic Bothy’s General Manager, Riah Fairweather, at [riah@sonicbothy.co.uk](mailto:riah@sonicbothy.co.uk).

The deadline to apply is 09:00 Friday 25th November 2022.