

TRINITY:

Recruitment Application Pack

Music Programme Coordinator - June 2022



Application Pack for the role of Music Programme Coordinator

Thank you for inquiring about the above opportunity.

The closing date for receipt of applications is **9am on Wednesday 13th July 2022** and interviews will be held week commencing 18th July 2022.

Enclosed within this application pack you will find:

- Information about Trinity Community Arts
- Job description
- Person specification
- Trinity Recruitment Policy

How to Apply

To apply please download and complete an online application form by visiting [here](#); and email to info@trinitybristol.org.uk with 'Event Coordinator' in the subject.

Please also complete an anonymous online Equalities Monitoring Form [here](#).

Please note we do not accept CV applications.

Commitment to Equal Opportunities

Trinity is an Equal Opportunities employer and actively encourage applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describe exactly how you meet the requirements as this is the basis on which candidates will be shortlisted for interview.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process as required to reduce any potential barriers faced by applicants and to give them equal access to employment opportunities.

If you need this application pack in a different format or would like to submit your application to us in a different way, e.g., by video or sound file or if you require any reasonable adjustments to the interview and selection process, please contact us via email at info@trinitybristol.org.uk or via telephone on 0117 935 1200.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the role. vacancy.

About Trinity

Our mission is to empower communities through arts and make sure everyone has the opportunity to access and shape arts and culture in Bristol.

We provide a progressive a programme of arts and cultural events, social activities and projects, giving people space to come together, create, connect, learn, share and celebrate.

Based in the Trinity Centre, this much-loved historic landmark is a cultural hub for East Bristol and one of the city's few remaining independent live-music venues, used by over 60,000 people each year.



Trinity's message is, "YOU can create"

People living locally to Trinity lead rich cultural lives. There is a breadth of taste and appetite for a variety of opportunities and ways to be creative. So, we keep our definition of arts and culture broad and our framework flexible, to be able to respond to that diversity.

The Centre's colourful history has embedded it firmly in the hearts and minds of generations of Bristolians. Our shared heritage is a powerful source of social capital, enabling people from different backgrounds to build commonality and a sense of shared identity and pride.

People are attracted to Trinity by the breadth of our offer and freedom to realise their own ideas. Our asset-based community development model sees us blending high quality arts provision with bottom-up community engagement, working with local residents and key underserved groups to express themselves creatively.

Working with over 200 cross-sector partners annually, we provide a programme of contemporary, participatory, socially engaged arts, engaging 60,000+ people across over 1,000 events and cultural experiences. Our position, track record and approach mean's we are uniquely placed to empower communities through arts; improving individual well-being, building communities and enhancing society in pursuit of our vision: creative expression for all.

Our Vision & Mission

Trinity's vision is for everyone to have the opportunity to access and shape arts and culture because we believe art improves individual well-being, empowers communities and enhances society.

Our mission is to empower communities through arts. We do this through providing a diverse programme of arts, heritage and cultural projects, activities and events.

Projects are supported by a range of national and local funders, individual donations and income we generate ourselves.

Job Description for the role of Music Programme Coordinator

Contract type - Permanent

Hours per week - Part time (30 hours per week) - Ability to work evenings and weekends essential

Annual Salary - £22,425 full time equivalent (£19,940 actual)

Location - Trinity Community Arts Centre; Bristol

Reporting to - Venue Director

Summary

Trinity Community Arts (TCA) is a charity that connects communities and contributes to urban regeneration, through a progressive programme of live music and creative activities.

The Trinity Centre is a much-loved historic Bristol landmark and Grade II* Listed building. We are seeking a Music Programme Coordinator to join the Music team. This role will work closely with local and international promoters to build our external live music and club programmes, while supporting on our in-house Trinity Presents programme and new outdoor venue.

The Music Programme Coordinator will work closely with our Music Production Coordinator to meet and exceed annual targets for hires, memberships, patrons, and other fundraising initiatives by delivering high caliber events at Trinity Community Arts.

The ideal candidate will be able to work with a diverse range of people, be able to adapt to an everchanging environment, and have a passion for working in a community setting.

Main duties and responsibilities:

- Respond promptly to live music and club enquiries. Provide current and potential hirers with hire rates, availability, tours, plans and other supplier information, as required.
- Develop relationships with key live and club hire promoters and agencies to secure repeat bookings and build new relationships.
- Work closely with the Venue Director on the Trinity Presents live and club programme.
- Proactively work with the wider events team to monitor the bookings diary to ensure the best use of Trinity spaces and exceed annual events targets.
- Ensure all events are ticketed within Trinity's CRM system and all event listings meet Trinity brand guidelines.
- Have excellent knowledge of the venue, various capacities, unique selling points, and capabilities to ensure the venue is maximised to meet ambitious hiring targets.
- Work with the Music Production Coordinator to diversify the live and club programme, regular hirers, and contractors.
- Ensure invoicing is up-to-date and that any debtors are chased as appropriate and escalated to the Venue Director if there are any concerns.
- Liaise with external contractors and suppliers as required by the Music Production Coordinator.
- Be main point of contact for promoters/ reps on event days, as the required by the Music Production Coordinator, and follow up post-event for feedback and repeat business.
- Oversee set up of events, as required by the Music Production Coordinator, ensuring the Duty Managers can take the hire on to best of their ability.

Job Description for the role of Music Programme Coordinator - continued

- Be responsible for the safety of the building during events, ensuring guests, staff, contractors, and related parties comply with Trinity policies and guidelines and ensuring that the venue is maintained to a high presentational standard.
- Ensure that all events have a safeguarding risk assessment which is kept up-to-date with clear mitigation for any risks identified.
- Support the Events/Music team to develop hire packages e.g. for music events, community hires, corporate events, weddings, civil partnerships and receptions.
- Assist in the creation and development of effective policies and guidelines for events, ensuring that they are communicated and adhered to, internally and externally.
- Work with CRM leads, across departments, to ensure the best use of our CRM, and collaboratively problem solve and conduct training with the wider team
- Support the Marketing Team to develop and distribute successful marketing campaigns and promotional material to promote the external and internal programme, event hire opportunities, and develop strong relationships with businesses and event suppliers to promote the venue hire through word of mouth.
- Act as a brand ambassador and raise event profile by providing the highest possible levels of customer service when pursuing sales and by managing relationships professionally.
- Support the daily running of the venue, which may include reception cover and event set up.

General

- Undertake any other duties reasonably required by the Venue Director.
- Carry out the responsibilities of the post with due regard, at all times, to the policies and procedures on health and safety, security, child protection, equality and diversity, etc.
- Carry out own administrative duties

The post holder will occasionally be expected to work flexible hours, including early mornings, evenings and weekends.

Person Specification for the role of Music Programme Coordinator

	Essential	Desirable	Evidence
Qualifications		Professional or industry relevant qualification from a recognised body.	Application Form/Certificates/ Interview
Knowledge	Interest in music and other artforms	Knowledge of commercial hires and event management	Application form/ Interview
Skills	Excellent time management skills including the ability to manage multiple priorities Excellent communication skills Ability to see a project through from start to finish with a high level of quality	A good basic knowledge of budgeting, financial monitoring, and forecasting	Application form/ Interview
Experience	Experience of working in a customer service or event setting	Experience of successful event coordination Experience of relationship management	Application form/ Interview
Equal Opportunities	Understanding and commitment to equal opportunities, cultural diversity, and access for all		Application form/ Interview
Behaviours and Characteristics	Proactive and entrepreneurial with an enjoyment for developing new relationships Resourceful and adaptable Tactful and diplomatic. Confident and personable, able to develop rapport with a wide range of people.		

Trinity Recruitment Policy

Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class, A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

Flexible working

This post is being advertised as a part-time role, 30 hours per week. However, Trinity has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy.

This includes remote working, varying days/times, part-time hours and/or job-share for the right candidate/s.

Safeguarding

An enhanced check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we are able to remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the Application Form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

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