

## SONIC BOTHY

PROJECT MANAGER: *PUBLIC INCONVENIENCE*

DECEMBER 2020 – JUNE 2021

Closing Date: Tuesday 10<sup>th</sup> November 2020.

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Sonic Bothy is seeking a Project Manager to deliver '*Public Inconvenience*' from December 2020 – June 2021. This new creative project centres on delivery of Sonic Bothy's 3 core programmes: Sonic Bothy Ensemble; Learning Space; and Sonic Bothy Open Session Series.

**Sonic Bothy is an inclusive new music organisation that explores, composes, and performs experimental and contemporary music. Sonic Bothy Ensemble comprises of musicians with and without additional learning support needs, that creates original work for performance at festivals and events across the UK. Learning Space programme provides opportunities for musicians to explore their musicianship further than general participatory sessions. Open Session Series is a programme of workshops exploring ideas and areas of experimental and new music in a fun and open way.**

We are looking for an experienced Project Manager to continue the successful delivery of Sonic Bothy's programmes. The appointment will be on a freelance basis until June 2021, and you will be required to work 12 days per month, 3 days per week including at fixed times when sessions are taking place.

This important role centres on managing the smooth-running delivery of Sonic Bothy's project activities. It is central to the ongoing development of Sonic Bothy's community and involves engaging with Sonic Bothy's internal and external community network. Sonic Bothy's activities are diverse, and the role will span the management of the 3 programmes, each with different aims. Activities will include the creation of new work by Sonic Bothy Ensemble for festival performance; supporting the delivery of digital online sessions; managing a return to in-person session delivery with the Creative Director (if appropriate); liaising with support organisations; families and musicians with an ALSN to identify their needs and plan accordingly.

The Project Manager will plan, manage and attend events and sessions; will ensure that the communication and learning needs of musicians are met within project activities; will manage a team of regular and guest freelance artists; will run project budgets and will report regularly to the Creative Director; will set up and deliver monitoring and evaluation; will undertake the development of Open Sessions; will understand and manage compliance issues including health and safety and safeguarding; will deliver activities on time and on budget. Access is threaded through all Sonic Bothy's activities, including this role, and so time will be spent in contact liaising with individuals, their support, and artists to solve any barriers that arise.

You should have at least 3 years' experience of managing projects with budgets of over £80K. You will show sound financial awareness and must have a track record of managing budgets efficiently. Ideally, you will also have worked with people who have additional support needs. This role involves a high degree of people contact through various communications and events, and so enjoyment of working with others, and excellent communication and interpersonal skills are essential. To this end previous experience in community and/or learning development would be advantageous. A passion for experimental and/or new music would be advantageous, as would experience of liaising with festivals. Due to our current methods of remote working, familiarity of working with Zoom is essential.

Sonic Bothy welcomes applications from all sections of the community, including from those identifying as disabled or with lived experience of disability.

If you have any questions regarding the role, please contact Claire Docherty (Creative Director) on the email address below.

Please apply via email with a C.V. and cover letter detailing your relevant experience to [Claire@sonicbothy.co.uk](mailto:Claire@sonicbothy.co.uk). The closing date for applications is **Tuesday 10th November**.

Interviews will take place on **Friday 20<sup>th</sup> November** remotely via Zoom, or through another medium if this is unsuitable for access needs. We will be seeking to agree a start date around **1<sup>st</sup> December 2020**.

## JOB DESCRIPTION

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**Job Title: Freelance Project Manager**

**Line Manager: Creative Director**

**Hours of work: 3 weekdays per week.** Set times include requirement to attend delivery of Digital Open Session Series sessions and Learning Space sessions 11am – 2pm on days Tbc (Tuesdays, Wednesdays, or Thursdays). Attendance is required at Tectonics Festival May 2021 and rehearsals prior (If in-person rehearsals).

**Rate: £170 per day**, 3 days per week, totalling 12 days per month during Jan – June (**£2040 per month**). The post will begin with 8 days in December, rather than 12 due to Christmas break.

There is an intention to continue this post after June 2021, subject to funding.

The Project Manager is supported by half day per month Administrator time in relation to financial management, and by a freelance Digital Assistant (subject to funding).

The role will involve managing a team of around 12 regular and guest freelance artists. Sonic Bothy is based in Glasgow, and should we return to in-person activity during this project, the Project Manager will be required to attend meetings and sessions at Glasgow City Halls. At present, the Project Manager will be required to work remotely.

### Who we are looking for:

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|---|-----------|
| Excellent communication and interpersonal skills                          | Essential |
| Empathetic, open, and understanding of the needs of participant musicians | Essential |
| Someone who enjoys being part of a team                                   | Essential |
| Someone who can balance efficiency with flexibility and adaptability      | Essential |
| A passion for experimental and new music                                  | Desirable |

### Criteria:

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|---|-----------|
| Degree or equivalent professional experience                              | Essential |
| Experience of working with or for people with an ALSN                     | Desirable |
| 3 years project management experience                                     | Essential |
| 3 years financial management of project budgets of over £80k.             | Essential |
| Experience of design and implementation of monitoring and evaluation      | Desirable |
| Experience of Health and Safety, Safeguarding and other legal compliance. | Essential |
| Experience of community or learning programme/ network development        | Desirable |
| Experience of staff management  | Essential |
| Familiarity with digital platforms, in particular Zoom.                   | Essential |

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