

A large group of students in a school choir and band performing on stage. The choir members are wearing blue t-shirts with the Ark logo, and the band members are wearing orange t-shirts. The background features a wooden wall with geometric patterns and blue lighting.

ARTIST AND PARTNERSHIPS MANAGER

APPLICATION PACK AUGUST 2022

I'm delighted that you're interested in joining Ark Music as our **Artist and Partnerships Manager**, a new role on our team.

This is an exciting time to join Ark Music: our programme is thriving and we have ambitious plans to grow our impact over the next five years. We know that connecting the right people and organisations to our schools, teachers and pupils is vital. That's why we are recruiting someone dedicated to looking after these core relationships.

I hope you find the information that follows is clear and helps you to build a good understanding of the role, our approach to music education, and to decide if Ark Music is the right next step for you.

If there's anything missing, or if you have any questions, please get in touch with Kitty, our programme coordinator, who will get back to you within a working day: kitty.oneal@arkonline.org



Ark Music | Transforming Lives Through Education

Ark is an education charity that exists to make sure that all children, regardless of their background, have access to a great education and real choices in life.



We started with one school, sixteen years ago

We've always believed that, with the right approach, every school has the potential to succeed - even those in the most challenging circumstances.

We only work in the communities where we can make the biggest difference to children's lives, and all our schools are non-selective. From one school in West London, we've grown to a national network of 39 schools, educating around 28,500 pupils.

Every child deserves a life enriched by music

We firmly believe in the potential of all children to be musicians. Our aim is to enable our pupils to find, explore and develop their creative voice. We strive to offer every child in our network a joyful and well rounded music education as performers, composers, discerning listeners and connected members of a creative community.

We focus on three things:

1. Inclusive and progressive music lessons for an hour a week ensure universal access to [great curriculum music](#)
2. An extensive [enrichment offer](#) that includes choirs, rap collectives and saz orchestras. These range from 'open to all' groups to more targeted, bespoke approaches to nurture individual talent and passions
3. Connecting the real world to the school. Across our portfolio of [Artists in Residence](#), professional musicians and organisations representing all types of music work alongside one another and our pupils.

Ark Music | Artist and Partnerships Manager

Reports to: Margaret O'Shea, Head of Creative and Extend Curriculum

Location: Ark's office is in W11, London. We're there 2 days a week, spending the rest of our time working remotely and visiting schools

Contract: Permanent, part-time (3 days per week, one day to be Monday)

Full Time Salary: £32,000 - £38,000 (depending on experience)

We champion the idea that creative opportunity and music-making can have a hugely positive impact on life. The **Artist and Partnerships Manager** is crucial in making sure we are working with the right people and partners so that every pupil in an Ark school can enjoy a life enriched by music.

A committed and collaborative individual, the **Artist and Partnerships Manager** will recruit, manage and support our portfolio of freelance musicians to deliver the Ark Music Programme. They will be the first point of contact for Ark Music and focus on maintaining positive relationships with the teachers and leaders in our schools, as well as developing meaningful partnerships with aligned organisations.

Here is a short video which might give you a sense of the team you'll be supporting:



Ark Music | Key Responsibilities of the Job

Artist and Partnership
Management

Developing Quality

Alumni, Youth
Leadership and Pupil
Voice

Measuring Impact

Artist and Partnership Management:

- Recruit, develop and support a team of freelance Artists in Residence from a wide range of backgrounds and with a wide range of experiences
- With the support of the music programme coordinator, manage all aspects of this team including matching their skills and experience to school music departments and delivering the programme within budget
- Act as first point of contact for Artists, partners and school staff connecting with Ark Music.
- Solve issues or challenges quickly, efficiently, and in an affirmative way which leaves all parties feeling heard and valued
- Seek, develop and sustain relationships with aligned partner organisations

Developing quality:

- Foster a culture of open reflection and continuous improvement among all Artists and partners
- Lead training and CPD that empowers musicians to recognise and reach for the highest possible standards
- Ensure there is transparency and consistency in our approach to quality, professional development and career progression
- Lead an approach to quality which recognises and celebrates the rich diversity of our team and our schools

Alumni, Youth Leadership and Pupil Voice:

- Ensure the interests, ideas and feedback of pupils and alumni are accurately reflected in decision making at all levels
- Support Ark alumni to grow as peer mentors, leaders and musicians after they have left school
- Lead on the youth leadership strand of our work, focusing on creating paid routes for NEET young people to join the music education workforce
- Identify and utilise resources, funding and partners to support Ark alumni and youth leaders to gain paid experience within Ark schools and other music education programmes

Impact evaluation and reporting:

- Own the Ark Music evaluation strategy, ensuring it clearly demonstrates the impact of the Artist team and wider partnerships
- Contribute to the fundraising efforts of the music team through creating up-to-date case studies, quotes and impact data
- Clearly communicate programme impact to funders, Ark SLT and others as requested.



Ark Music | About You



Skills, Knowledge and Experience:

- An understanding of the state school sector, with experience of delivering highly impactful music education programmes
- Experience of recruiting and developing Artists from multiple genres, with particular experience of finding, connecting and supporting those who are traditionally under-represented in the music education workforce
- Skilled at drawing on a wide range of music, people and organisations to create a rich and varied creative experience for young people
- Experienced in leading and managing a diverse team of people to achieve important goals. This will have included managing performance, providing direction and having high expectations
- Able to translate strategic plans into actions for your team, and adept at communicating messages and feedback.

Professional Qualities:

- Enjoys managing and leading others, investing time in coaching and in developing others to be high performing

- Kind, calm under pressure and able to support others to be purposeful when they are under pressure
- Highly organised and efficient in completing a wide variety of work to tight deadlines
- Holds high standards and is comfortable making tough decisions about the suitability and performance of others for professional roles

Values and alignment:

- Genuine passion and a belief in the potential of every young person
- Recognise and equally value all types of music and musician
- Committed to anti-discriminatory practice
- A willingness and ability to be fully aligned to, and an advocate for, Ark Music's purpose and ambition across all areas of work including a
 - focus on championing the value of music in state school education
 - collaborative approach to our work that celebrates, encourages and recognises individuality and youth voice
 - commitment that every child should have a high-quality music education regardless of their background or ability to pay

Other:

- Right to work in the UK
- Willingness to undertake training

Ark is committed to safeguarding and promoting the welfare of children and young people; all successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. Please [click here](#) to learn more.

Ark Music | How to apply

To apply for this role you'll need to visit the Ark website, [at this link](#).

You'll be asked to upload:

- Your CV, as a word document or as a PDF
- A cover letter (max 1 side A4), saying why you want the role and sharing your relevant experience

If you have any trouble navigating the vacancy page or you'd prefer to apply via voice or video message (5 mins max), please email kitty.oneal@arkonline.org

Deadline for applications: 12pm on Friday 9th September 2022

Interview dates:

- Thursday 15th September 2022 (first round on zoom)
- Tuesday 20th September 2022 (second round in person in our office)

A decision will be made by 23rd September, and we'd love someone to start as soon as possible.

We look forward to hearing from you!

