



# Welcome to CHETHAM'S



Chetham's  
School of Music



THE  
STOLLER  
HALL



CHETHAM'S  
LIBRARY

# CHETHAM'S

## Creative Engagement Manager

### The Stoller Hall & Chetham's

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We are looking for someone who really understands and upholds the importance of first access opportunities to live music, arts and culture and who can work with us across The Stoller Hall, Chetham's School of Music and Chetham's Library.

The role holder will take the lead in maximising the position of our unique organisation – bringing together our world class experience in music education, our incredible bespoke venues, and our creative and experienced team to reach out and engage with our communities.

We need an individual who is a creative thinker, an inspirational motivator and is committed to delivering increased access opportunities. As such, you will play a pivotal role in our organisation and our communities, acting on initiative and integrity. You will understand that everyone, regardless of circumstances or background, should be able to experience and appreciate live music either as an audience member or participant, and you will work with us to provide lifetime learning opportunities for all.

Whilst Chetham's has supported an Outreach Department for over a decade, The Stoller Hall is still a relatively new venue, and this person will have the opportunity to take the lead in shaping our learning and participation programme, and growing our audiences of the future.







## Our Vision

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To enrich lives and provide opportunities for people of all backgrounds to be inspired by music, learning and heritage.

## Our Aims

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- To educate and nurture the brightest young musicians irrespective of background or the ability to pay
- To inspire the musical talent of the future and support live music
- To improve diversity in the classical music industry
- To share the magic of music and learning with everyone

About us

## Chetham's School of Music

Chetham's is the largest specialist music school in the UK and is the only one based in the north of England.

Our thriving creative community involves more than 320 students, aged 8-18, whose common passion is music.

Entry to the School is based solely on musical ability or potential. This common bond of musical passion makes for a truly inspirational place which transforms the lives of all who are part of it.

Our network of partnerships with professional orchestras and organisations extends across the music industry, and our alumni populate orchestras and ensembles across the world.

Chetham's is housed in our New School Building with state-of-the-art facilities, including our world-class concert venue, The Stoller Hall. Meanwhile, Chetham's long history began in 1421, and students still enjoy opportunities to perform in the 600-year old Baronial Hall attached to Chetham's Library.

[chethamsschoolofmusic.com](http://chethamsschoolofmusic.com)







About us

## The Stoller Hall

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The Stoller Hall puts you closer to the music, creating unforgettable live music experiences.

Our intimate 500 seat concert Hall offers a world-class acoustic experience and our adventurous programme ranges from classical and chamber, folk and jazz to contemporary music, spoken word and comedy.

Running through the programme is the ethos of learning, collaboration and exchange which have come to epitomise Chetham's School of Music and The Stoller Hall's role in the city.

The hall's stunning architecture, designed by Stephenson STUDIO, received a national RIBA Award. Acoustics by Arup have set a standard described unrivalled by venues of this size anywhere in the UK.



About us

## Chetham's Library

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Chetham's Library - founded in 1653 - is the oldest public library in the English-speaking world. Our team cares for a priceless collection, which has been designated as one of national and international importance.

It is housed in a beautiful sandstone building dating from 1421, the oldest surviving building in Manchester.

Our collections remain accessible, for free, to readers and researchers, while we are also an accredited museum, with our regular tour programme attracting visitors from all over the world.

Highlights of the collections include first editions of Isaac Newton's Principia Mathematica and John Milton's Paradise Lost as well as the desk where Karl Marx and Friedrich Engels famously worked on the Communist Manifesto.

[library.chethams.com](http://library.chethams.com)







## CHETHAM'S SCHOOL OF MUSIC

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### Outreach

## About us

# Chetham's Outreach

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At Chetham's we believe that everyone should be able to access music.

Our Outreach work provides opportunities to enable people to progress in their musical learning, whatever their starting point.

Every year, Chetham's dedicated Outreach team inspire and engage over 10,000 participants, both on and off-site, opening up access to the specialist expertise of the UK's leading music school.

We work with individuals and groups, through performances, workshops, masterclasses or projects in schools and community groups. We are passionate about promoting the positive impact of music on health and wellbeing.



## Equality, Diversity and Inclusion

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We are passionate about equality, diversity and inclusion.

We strive every day to improve accessibility, reduce barriers and challenge perceptions for audiences, visitors, staff and students; to promote a positive and harmonious working and creative environment in which all individuals are treated with respect and are valued for who they are, as they are; and to celebrate the richness of society by striving to reflect it.

We provide financial support to 90% of our students. One quarter do not pay any fees at all, thanks to funding from the UK Government's Music & Dance Scheme and the generous support of our donors.

56% of students are from Manchester and the Northwest

41% students are from Global Majority communities

24% of students speak English as a second language







## Sustainability

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Cheetham's has set out on an ambitious journey to reduce our carbon footprint.

We're passionate about sustainability in every area - from Carbon Literacy training for our management and staff to working with our suppliers to reduce carbon footprints beyond our own site.

In our programming, we are celebrating the Sounds of Nature. Throughout 2022, we have been highlighting key issues through live music responses to the climate crisis, while at Cheetham's Library, our Herbs and Remedies visitor tour explores centuries old natural wonders hidden within our collection.

Our audiences are part of the journey. For every ticket purchased in our Sounds of Nature programme, we're donating £1 to City of Trees to help deliver a green recovery plan, planting trees and restoring woodlands for the people and wildlife of Greater Manchester. Our staff have even planted some of the trees themselves!

# Creative Engagement Manager

## The Role

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The role holder will report to the General Manager of The Stoller Hall as well as to the Director of Music / Joint Principal of Chetham's School of Music. You will take responsibility for the overall management of the existing Outreach Programme, and you will continue the process of crafting and diversifying it into a learning and engagement programme which will span across the whole organisation, ensuring that the programme is of exceptional quality and breadth, and constantly evolves with the needs of the organisation.

You will work with people of all ages, particularly those not currently engaging with live music, to connect with excellent quality musical experiences and to facilitate active participation and learning. You will inspire people to be involved with music as an inclusive experience, developing individuals' learning, skills, personal progression and wellbeing.

In part this will be achieved through delivery of a series of activities that will create opportunities for participants, artists and practitioners to explore, learn and experiment. This is not exhaustive or overly prescriptive, but may include for example:

- Planning and coordinating events which are designed, created and delivered internally, using our inhouse expertise. This might include, for example, the creation of engaging concerts with learning content, aimed at particular key stage age groups
- Developing event series aimed at specific age groups – performances, workshops and activities – some of which will be part of the core programme and some of which will run alongside it, utilising organisational skills to ensure quality and authenticity (e.g. Stoller Story Sounds)
- Integrating learning and participation into our core programme of events, for example through engaging visiting artists in delivery of family friendly and participatory content
- Overseeing the continuing delivery of planned and funded projects
- Supporting the delivery of School academy days, aimed at opportunity creation and tuition
- Working closely with the School to manage and deliver the annual Chetham's Summer Music Course, including for example developing mechanisms to support financial inclusivity
- Designing and delivering music education projects which take the expertise, facilities and experience of the Chetham's community to facilitate access to excellent, engaging musical learning experiences
- Providing a safe and welcoming space, for example creating events linked to our public facing programme that are focussed on specific groups to engage them with our core events
- Wherever possible to utilise Chetham's students, as part of their own development and curriculum, to deliver outreach, learning and engagement activities



# Creative Engagement Manager

## The Role

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The role holder will work in partnership with our local communities, schools and other key groups across the region to develop and continue relationships and ensure what we offer will effectively address their needs. You will also support links held by the School with organisations across the region such as Music Hubs, individual Music Services, and other key music education organisations.

The role holder will work with the Development and Fundraising team to both ensure that existing projects remain true to their funding orientation, and to develop future fundable projects and identify alternative sources of finance. You will help with the preparation of funding applications, help build relationships with key funders, and facilitate reporting and evaluation for in progress and completed projects.

Marketing and Communications will be a key element of this role, working closely alongside the existing marketing team to connect audiences and participants with the most suitable events, ensuring we are always expanding our reach and awareness and making connections for participants to sustain lifelong engagement with music and the arts. This will include creating opportunities for people to access free content (e.g. the Chetham's Lunchtime Concerts series).

Evaluating will be a pivotal tool so that we can report on and learn from our success, and enhance and refine what we can offer on an ongoing basis.

The role holder will be responsible for the continuing development of the outreach, learning and participation programme in the context of the needs of the whole organisation and the national landscape for music and music education.

You will also be responsible for managing income and expenditure of the department, including preparation of and monitoring against budgets, funder reporting, and internal governance reporting.

In delivering the role, you will be responsible for risk assessments, safeguarding, ISI compliance, efficient management and delivery of projects, and adherence to all internal processes and policies, including legal obligations and compliance with the organisational health and safety and equal opportunities policies.

# CHETHAM'S

## Creative Engagement Manager

### Personal Profile — Essential

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- Substantial proven experience working in arts participation, including experience of planning and managing creative arts projects
- Experience of managing creative practitioners such as artists and facilitators
- Experience of planning and delivering high quality workshops for young people and adults
- Experience of preparing evaluation reports for funded arts project
- Experience of managing budgets
- Proven ability to work collaboratively with young people and communities, demonstrating excellent communication skills.
- Self-reliant with the ability to work on own initiative, prioritise and organise workload, and meet deadlines.
- Passionate about opportunities for people to take part in the arts, particularly live music
- A demonstrable commitment to inclusion and diversity
- Able to demonstrate excellent standards of practice when working in participatory settings
- Strong computer literacy and confidence in using Microsoft Office.
- Creative judgement with an ability to support practitioners, give feedback and identify good ideas
- Current knowledge of formal education sector, and of creative and cultural learning
- Knowledge of current practice in arts engagement
- Safeguarding practice and procedures
- An approachable strategic thinker, with excellent relationship building skills and able to work well as part of the overall team



## Creative Engagement Manager

### Personal Profile — Desirable

- Experience of line managing employees
- Experience of writing funding proposals and bids, and of securing grants
- Good knowledge of Manchester and the surrounding communities and potential partnerships
- Knowledge and understanding of Arts Award and Arts Mark initiative



# CHETHAM'S

## Creative Engagement Manager

### Terms of Appointment and Condition

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**Salary:** £34,780 per annum (subject to experience) – scale point 32. Reviewed in September each year

**Contract:** Permanent, subject to external funding

**Responsible To:** General Manager, The Stoller Hall (Fran Healey) and Joint Principal, Chetham's School of Music (Tom Redmond)

**Directly Responsible For:** Senior Outreach Coordinator, Summer Music Course Coordinator, and ad hoc outreach team members

**Hours of work:** 35 hours a week with some evenings and weekends required (term time and non-term time). Part time hours would be considered for the right candidate (preferably no fewer than 28 hours a week).

### Benefits

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- Company pension
- 20 days holiday / leave per year plus bank holidays and a discretionary Christmas closure period
- Lunch each day during term time
- Flexible schedule

### How to Apply

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Please submit your completed application form (available on our website) along with your covering letter to [lornacalvert@chethams.com](mailto:lornacalvert@chethams.com)

**Application Deadline:** 9am on Monday 25 July 2022, interviews later that week

If you would like to speak to anyone about the role before applying, please contact [lornacalvert@chethams.com](mailto:lornacalvert@chethams.com) in the first instance



# Chetham's

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## Structure, governance and management of the Charitable Foundation

The full name of this charitable foundation is “The Hospital and Library in Manchester founded by Humphrey Chetham, Esq. and Incorporated by King Charles II” (Registered Charity Number 526702).

The Foundation, including the School, is regulated by a Charity Commission Scheme dated 27 May 1952, and amended by a Scheme dated 22 October 1969.

Chetham's Hospital, Chetham's School of Music and Chetham's Library are separate charities but are registered under one Charity Number, following a Uniting Direction issued by the Charities Commission in 2004 for registration and accounting purposes.

The Trustees of the Hospital and Library charities, who are known as the Feoffees, are a Body Corporate, pursuant to Letters Patent of King Charles II, dated 10 November 1665.

Chetham's Hall Limited is a subsidiary undertaking that is a wholly owned subsidiary of Chetham's Hospital.

Chetham's Trading Limited is a subsidiary undertaking that is a wholly owned subsidiary of Chetham's School of Music.

## Governing Bodies

The Feoffees are the governing body of the Hospital and Library charities. The School Governing Body of Chetham's School of Music is the governing body of the School. The Library Committee acts as the management committee of the Library charity and approval for that Committee's recommendations is given by the Feoffees.

## Trustee/ Governors Organisational management

The Feoffees are legally responsible for the overall management and control of Chetham's Hospital and of Chetham's Library. The Feoffees meet formally at least twice a year. This Sub-Committee consists of Feoffees and senior management of the School and Library. The Investment Sub-Committee oversees the investment portfolio and works with the Investment Managers.

The day to day running of the School and venue is delegated to the two Joint Principals.

The day to day running of Chetham's Hospital is delegated to the Finance Director for financial and buildings matters.

The day to day running of Chetham's Library is delegated to the Library Committee and to the Librarian.

The School Governing Body is legally responsible for the overall management and control of the School. The Governing Body meets formally at least three times a year. There are three sub-committees of the Governing Body - the Resources Committee, the Safeguarding Committee, and the International Opportunities Committee.

In addition, a governor is on the School's Health and Safety Committee. The Remuneration Sub-Committee sets the remuneration packages for the Joint Principals and approves the recommendation by the Joint Principals for the Finance Director.

The remuneration package of the Librarian is set by the Feoffees. Remuneration packages are informally benchmarked against comparable organisations' pay structures.

The Boards of the two trading subsidiaries meet annually to review accounts and business plan.



# CHEETHAM'S

