

September 2015



BCMG Learning Co-ordinator (Maternity Cover, 2.5 days per week)

Thank you for your interest in the Learning Co-ordinator (Maternity Cover) post at BCMG.

This letter accompanies the information you will need in order to apply, including the Job Description and a Programme of Work for the 2015/16 season. You can find more details about the range of our work on our website, including company history, staff and Board biographies, the CBSO Centre in Birmingham and its location.

Application Procedure

Please email the following to Nancy Evans, Director of Learning and Participation at nancy@bcmg.org.uk by the application deadline:

- A letter of application telling us why you would like the job and what you would bring to BCMG as Learning Co-ordinator, with particular reference to relevant experience in your career to date, and how you fit the person specification.
- Your CV and the names and contact details of two referees
- A completed Equal Opportunities monitoring form

The deadline for applications is **Friday 9 October 9am** soon after which we will contact all applicants once shortlisting is complete.

Interviews for shortlisted candidates will take place on **Wednesday 4 November** at CBSO Centre.

For an informal discussion, please contact Nancy on 0121 643 0662, or by e-mail at nancy@bcmg.org.uk

Yours sincerely

Nancy Evans

Nancy Evans
Director of Learning and Participation

JOB DESCRIPTION

**Birmingham
Contemporary
Music Group**



Learning Co-ordinator (Maternity Cover)

Reporting to: **Director of Learning and Participation**

Contract: **2.5 days a week commencing December 2015 (9 months with possible extension)**

Salary: **£20,000 pro rata**

Main purpose of the post:

The Learning Co-ordinator is a key role in a Learning Team of three. The Team is responsible for developing and delivering a year round innovative programme of activity in schools, Higher Education, at our home the CBSO Centre and in other community venues. Most activity takes place in Birmingham and the wider West Midlands area.

The role's main purpose is the day to day management of BCMG's Learning and Participation Programme. This involves liaising with and coordinating BCMG musicians, workshop leaders, composers, schools and other external partners to ensure the smooth running of projects.

The Learning and Participation Programme is integral to BCMG's mission and its core aim is support young people as composers, performers and active listeners of new music and those who work with them. The programme is known for its innovation, quality and for building long term relationships with other organisations and with young people. We are part of the Birmingham Music Education Partnership, our local Music Education Hub and in recent years we have built a strong relationship with researchers at Birmingham City University.

The successful candidate will be joining a dynamic, ambitious and creative team at BCMG. The post reports directly to the Director of Learning and Participation (3 days a week) and has the support, along with the Director, of a Learning Assistant (2 days a week).

Main duties and responsibilities:

Project Management

- Creating project schedules and coordinating all parties
- Overseeing the booking of artists
- Contracting artists, schools and other external partners
- Maintaining communications with artists, schools and other external partners
- Coordinating data collection, monitoring and evaluation and some reporting to funders

Event Management

- Liaising with venues for bookings and technical requirements
- Risk assessments and ensuring Health and Safety requirements are adhered to
- Welcoming public and school parties
- Overseeing coordination of necessary resources and refreshments
- Overseeing registration process of young people
- Co-ordinating VIP invitation lists

Website, Marketing and Social Media

- Coordinating workshop/project publicity with the Marketing Manager
- Writing copy for brochures, programmes, flyers and website
- Working with in-house digital team and Marketing Manager to promote BCMG's Learning activity through social media
- Overseeing inputting and tracking of participant information in databases
- Updating the BCMG Website and uploading new resources to the Learning Resource website

General

- Coordinating the Learning Team date planning
- Implementing BCMG's Safeguarding Children Policy
- Overseeing Arts Awards
- Collecting and manipulating data for reporting to funders
- Supporting the development team for funding applications
- Coordinating work experience students across BCMG
- Deputising for the Director of Learning & Participation at meetings and networking events
- Day-to-day administration to support the of the Director of Learning & Participation as required
- Overseeing of the work Learning Assistant
- Working with colleagues across the company to promote the work of BCMG and to uphold our principles, vision and values
- Other admin jobs as required

General Information about working for BCMG:

BCMG is committed to offering training and professional development to its staff.

BCMG is committed to the principle and practice of equality of opportunity for all its employees and in its recruitment of prospective employees. The Company is pledged not to discriminate on grounds of age, disability, ethnicity, gender, marital status, political affiliation, race, religion or sexual orientation in its employment practice and in the conduct of its work.

In line with BCMG's Safeguarding Policy, you will be asked to complete a DBS check.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<p>EDUCATION/TRAINING:</p> <ul style="list-style-type: none"> • A music degree or equivalent 	<p>EDUCATION/TRAINING:</p> <ul style="list-style-type: none"> • Arts Award Advisor • First Aid • A full, clean driving licence
<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • A minimum of two years' experience of managing arts education projects or equivalent • Coordinating the monitoring and evaluation of arts projects • Event management • Experience of working with schools • Experience of liaising with external partners • Working with young people 	<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Managing project budgets • Marketing, websites and social media • Managing other people • Risk Assessments and Health and Safety • Implementing safeguarding policies • Understanding and knowledge of music education sector • Supporting fundraising
<p>SKILLS & ATTRIBUTES:</p> <ul style="list-style-type: none"> • Excellent planning and time management skills • Excellent verbal and written communication skills • Excellent administrative and organisational skills including using Microsoft Word, Outlook and Excel • Excellent data management skills 	<p>SKILLS & ATTRIBUTES:</p> <ul style="list-style-type: none"> • Experience of ThankQ, or other CRM systems • Ability to manipulate data within a CRM database
<p>PERSONAL CHARACTERISTICS:</p> <ul style="list-style-type: none"> • Strong interpersonal skills with the ability to communicate effectively on many levels • Ability to work alone and as part of a team and with other departments within • Ability to prioritise and manage deadlines • Ability to work flexibly • An understanding of and empathy for young people • Attention to detail • Ability to work flexibly • Ability to work some evenings and weekends (for which time off in lieu is offered) 	<p>PERSONAL CHARACTERISTICS:</p> <ul style="list-style-type: none"> • An interest in contemporary music

Birmingham Contemporary Music Group



2015/16 – Season Outline

DRAFT 10: as at 10 September 2015 - all dates & details are provisional & confidential

- Sat 25 July 2015 **BBC Proms, Cadogan Hall (Proms Matinee)**
Programme celebrating BOULEZ at 90
- | | |
|---------------|---|
| Pierre Boulez | Notations II – XI – X – La treizième
(arr. Johannes Schöllhorn) |
| Shiori Usui | <i>Ophiocordyceps unilateralis</i> (Premiere – BBC
Proms commission) |
| Betsy Jolas | <i>Wanderlied*</i> (UK Premiere) |
| Joanna Lee | <i>Hammer of Solitude</i> ~ (Premiere – BBC Proms
commission) |
| Pierre Boulez | <i>Dérive II</i> |
| Conductor | FRANCK OLLU |
| Cello | ULRICH HEINEN* |
| Voice | HILARY SUMMERS~ |
- Sun 6 Sept 2015 **IKON ‘Sculpture’ project at CBSO Centre**
- Sat 26/Sun 27
September 2015 **BAP Festival – *Birmingham Weekender***
BCMG soloists
Michael Wolters *Requiem* (new work)
[‘Requiem’ pieces for empty shop units]
- Fri 9 October 2015 **British Library, London**
BCMG provides ‘in-kind’ support for *Prisms of Love*, a collaboration
between storyteller/writer VAYU NAIDU, tabla player SARVAR SABRI,
dancer SONIA SABRI and BCMG oboist MELINDA MAXWELL. Based
on 16th century Sufi tales from Muhammad Malik Jaisi, this project is a
partnership between the British Library, Bagri Foundation and SOAS
(School of Oriental and African Studies)
- Sat 17 October 2015 **El Cervantino Festival – Guanajuato (MEXICO) UK/Mexico Year of**
[Fri 16 Oct:m’classes] **Culture**
- | | |
|--------------------------|---|
| Oliver Knussen | <i>Ophelia Dances</i> |
| Carlos Sanchez-Gutierrez | <i>new work</i> (world premiere/ECF comm) |
| Tansy Davies | <i>Nature*</i> (BCMG SI commission 2012) |
| INTERVAL | |
| Harrison Birtwistle | <i>Fantasia upon all the notes</i> |
| Oliver Knussen | <i>Songs without Voices</i> |
| Simon Holt | <i>Lilith</i> (BCMG commission 1990) |

Alejandro Castaños *Détours* (world premiere/ECF comm)

Conductor CHRISTIAN KARLSEN
Piano HUW WATKINS*

Sun 1 Nov 2015 **CBSO Centre, Birmingham**
Mish Mash (with Aurora) promoted by Liz Muge/venue facilitated by BCMG)

Sun 15 Nov 2015 **CBSO Centre, Birmingham + Audience Exchange**

Patrick Brennan *Polly Roe*
Carl Nielsen *Three Piano Pieces Op 59*
(recomposed by Hans Abrahamsen)

Hans Abrahamsen *Liebeslied*
Julian Anderson *The Comedy of Change*

INTERVAL

Melinda Maxwell *new work* (Premiere – SI commission 2015)

Igor Stravinsky *Renard**
[Unadvertised encore: Stravinsky *Ragtime for 11 Instruments*]

Conductor OLIVER KNUSSEN
Vocal soloists RSVP Voices* [2 tenors / 2 basses]

Fri 4 December 2015 **CBSO Centre, Birmingham**

Sat 5 December 2015 **Wigmore Hall, London**

Dominic Muldowney *Six Cabaret Songs**
Adlestrop; At Last the Secret is Out; Foxtrot
(from a play); Funeral Blues; Uffington;
Underneath the abject willow
*Two Shakespeare Settings**
Winter; Fear No More
Smooth Between Sea and Land (AE Housman)*
(world première/BCMG comm)

INTERVAL
Howard Skempton *The Rime of the Ancient Mariner* (world premiere/Maurice Millward commission for BCMG)

Conductor DOMINIC MULDOWNNEY*
Baritone RODERICK WILLIAMS

Nov 2015-June 2016 **CD Recording sessions, CBSO Centre, Birmingham**

Elliott Carter *Dialogues*
Elliott Carter *Dialogues II*
Elliott Carter *Two Controversies & a Conversation*

Conductor OLIVER KNUSSEN

Sat 6 Feb 2016 **CBSO Centre, Birmingham + Families@4 + Audience Exchange**

Claude Vivier *Trois Airs pour un opéra imaginaire**
Tansy Davies *Dark Ground+*
Edmund Finnis *Parallel Colour (Premiere – SI commission)*

INTERVAL

Rozalie Hirs *Platonic ID (UK Premiere)*
Jonathan Harvey *Cirrus Light~*
Franco Donatoni *Still**

Conductor RICHARD BAKER
Soprano ALLISON BELL*
Percussion solo JULIAN WARBURTON+
Clarinet solo TIMOTHY LINES~

Sat 20 Feb 2016

**CrossCurrents festival at The University of Birmingham
Contemporary Music Festival
Bramall Music Building**

Tansy Davies *Grind Show (BCMG Integra commission)+
loure*

Judith Weir *Distance and Enchantment*

Judith Weir *On Buying a Horse**

Judith Weir *Blackbirds and Thrushes**

Michael Zev Gordon *Seize The Day (BCMG SI commission)+*

INTERVAL

Morton Feldman *The Viola in My Life II +*

Various composers~ *new song cycle (25-30 mins) – 11 composers
commissioned of 'Berio Folksongs'+*

Conductor RICHARD BAKER+
Mezzo soprano LUCY SCHAUFER*

~Composers include tbc:

Judith Weir, Tansy Davies, Howard Skempton, Joe Cutler, Charlotte
Bray, Scott Wilson, Daria Kwiatkowska, Michael Zev Gordon, Fumiko
Miyachi

Sun 6 March 2016

**COMA project, CBSO Centre, Birmingham (in collaboration with
Birmingham Conservatoire & University of Wolverhampton)**

Part of a national COMA project on 5/6 March 2016
All details tbc

Sun 13 Mar 2016 tbc

**BCMG/Jazzlines collaboration with Birmingham Conservatoire
FRONTIERS FESTIVAL**

New work by composer Hans Koller with 6 BCMG players including
soloist Melinda Maxwell and featuring Hans Koller (piano), John
O'Gallagher (sax), Jeff Williams (drums), Percy Purseglove (trumpet),
Phil Robson (guitar)

Sun 1 May 2016

CBSO Centre, Birmingham + Families@4

Benedict Mason *Nodding Trilliums & Curve-Lined Angles (BCMG
Commission 1990)*

Charles Ives *Piano Trio*

Benedict Mason *new work* (Premiere – SI commission)

Conductor ILAN VOLKOV

Sat 11 June 2016 **Britten Studio, Aldeburgh Festival** [NB Afternoon concert tbc]

Programme to include t.b.c.

Benedict Mason *Nodding Trilliums & Curve-Lined Angles* (BCMG Commission 1990)

Benedict Mason *new work* (2nd performance - SI commission)

Julian Anderson *The Comedy of Change*

Conductor ILAN VOLKOV

Sun 12 June 2016 **CBSO Centre, Birmingham**
BCMG Chamber Players

Judith Weir *Blue-Green Hill*

Luke Bedford *new work* (Premiere – SI commission)

Richard Baker *new work* (Premiere – SI commission)

Zoë Martlew *new work* (Premiere – SI commission)

Howard Skempton *Field Notes* (BCMG commission 2014)

[Melinda Maxwell *New Improvisation*]

John Woolrich *new work* (Premiere – SI commission)

Encores: tbc

Learning and Participation Programme 2015/16

Family Programme

Families@4

Two performance events on the afternoons of the BCMG Richard Baker and Ilan Volkov concerts at CBSO Centre, imaginatively presenting pieces from the evening programme to a family audience, with activities in the Foyer from an hour before-hand.

Family Music Maze

Two Family Music Maze workshops, one as part of Family Arts Week and one as part of a potential COMA (Contemporary Music-Making for Amateurs) weekend, with participants creating their own 'open score' pieces for COMA members to perform.

BCMG/Ikon Family Event

Two half-day collaborative workshops as part of Family Arts Week in Autumn 2015, with a particular focus on graphic scores.

Year-round out-of-school programme

Music Maze

8 day-long weekend composing workshops, across the year, for young people aged 8-11 at CBSO Centre, led by composer Liz Johnson and BCMG Director of Learning & Participation Nancy Evans with 2 BCMG musicians, linked to repertoire from BCMG concerts.

Zigzag Ensemble

8 day-long weekend composing and improvising workshops for young people aged 12-16 at CBSO Centre, led by composer Ben Markland, with one BCMG musician

Feel the Buzz

Three day-long composing workshops (autumn, spring and summer) for young people aged 14-18 led by composer Fraser Trainer, with BCMG musicians. A change of strategy this year is to recruit higher-ability students from a wider geographical area utilising Music Education Hub networks.

School Programme

MiniFest

Working with two classes from Birmingham primary schools to create mini-music festivals of new music in their schools with composers, BCMG musicians and visual artists.

Sequenza

A new model for this long-standing BCMG project has been developed in partnership with Birmingham Music Education Hub. Four GCSE classes will be invited to the CBSO Centre for a day of composing, each class working with an individual BCMG player. This will be followed by a twilight CPD session for teachers, enabling them to continue the project in their school. The three BCMG players will each make two subsequent visits to work with the pupils in school.

Higher Education

Birmingham University Student Composer Workshops

A series of workshops rehearsing/recording student composer pieces with a large BCMG ensemble, and augmented by a series of instrumental seminars.

Birmingham Conservatoire Student Composer Workshops

A series of workshops rehearsing/recording 15-20 student composer pieces with an 8-piece BCMG ensemble, and a further collaboration around the potential COMA weekend in March 2016.

Resources, Research & Development

BCMG Learning Resource Website

To be formally launched at the end of September 2015, this new section of the BCMG website will contain extensive resources developed through previous projects, mainly directed at teachers and workshop leaders.

Listen Imagine Compose CPD

A continuing partnership with Sound and Music to develop CPD for teachers, and working with Birmingham City University to accredit this through their Master in Teaching and Learning Programme.

Further opportunities for young and emerging composers outside of formal education

BCMG/Sound and Music Apprentice Composer in Residence

Scheme for one emerging composer to shadow and write for the Group for a year, including composing a short piece for a young performer.



DIVERSITY MONITORING FORM

BCMG aims to build an environment that can nourish diversity in all aspects of its delivery. Every individual who comes into contact with the company, whether composer, performer, audience member, project participant, board member or employee brings a unique experience to bear on their relationship with BCMG and its music.

With this in mind you are invited to complete and return this form to help BCMG continue to monitor and develop the diversity of its work. The answers you provide will be treated as confidential. Any subsequent use of data will be aggregated and anonymous.

Please leave blank any questions you would prefer not to answer.

Name

Gender Female Male

Please indicate your age & birth date below:

- | | | |
|-------------|--------------------------|----------------------------------|
| 0-19 years | <input type="checkbox"/> | Birth date __ / __ / ____ |
| 20-34 years | <input type="checkbox"/> | Birth date __ / __ / ____ |
| 35-49 years | <input type="checkbox"/> | Birth date __ / __ / ____ |
| 50-64 years | <input type="checkbox"/> | Birth date __ / __ / ____ |
| 65+ years | <input type="checkbox"/> | Birth date __ / __ / ____ |

Town/city of residence _____ **Postcode** _____

Do you consider yourself to be disabled? Yes No

Are you registered disabled? Yes No

What is your nationality? _____

How would you describe your ethnic group?

Choose one option that best describes your ethnic group or background:

White

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Any other White background, please describe _____

Mixed / Multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed / Multiple ethnic background, please describe _____

Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, please describe _____

Black / African / Caribbean / Black British

- African
- Caribbean
- Any other Black / African / Caribbean background, please describe _____

Other ethnic group

- Arab
- Any other ethnic group, please describe _____

Religion or belief

_____ (please specify)

- No religion or belief

Thank you for completing this form.