



## Engagement Producer

### Sinfonia Smith Square and Engagement

Sinfonia Smith Square is a welcoming home for joyful musical experiences, born from the coming together of a dynamic and diverse young orchestra and an 18th-century building turned into a concert hall. We believe that everyone can benefit from the distinctive experiences that we have to offer through our combination of place, people and programme: Smith Square Hall, the Sinfonia, and our visiting artists.

At the heart of our programme is the Sinfonia Fellowship: a year-long orchestra programme for players early in their career. Each year, we welcome 34 of the world's most promising musicians to form an orchestra, giving them the opportunity to collaborate with the greatest names in the industry, perform in world-famous venues and explore a variety of musical genres. Our musicians go on to become leaders in the classical music world, with over 650 alumni occupying Principal positions in world-renowned orchestras. Throughout their time with us, Fellowship musicians all gain experience in community engagement, developing the skills required to inspire future generations.

The next five years will see us take our engagement with local communities to the next level: increasing the quality and breadth of our programme in a way that allows everybody the chance to connect with the building, its rich heritage, and its musical offerings. The activities we deliver will make a significant impact on the lives of local people, and establish Sinfonia Smith Square as a gold-standard for cultural engagement.

The programme has three key strands:

1. Joyful musical experiences for children and teenagers
2. Heritage-led engagement
3. A musical home for our community

The Engagement Producer leads on the delivery of activities in areas 1 and 3 above, in line with our strategy.

[www.sinfoniasmithsq.org.uk](http://www.sinfoniasmithsq.org.uk)

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Sinfonia Smith Square Registered in England Company No 4335616 Registered Charity No 1092461

Sinfonia Smith Square Hall Registered in England Company No 3028678 Registered Charity No 1092461-1

Sinfonia Smith Square Ventures Ltd Registered in England Company No 05737116



## **Role overview**

The Engagement Producer will take responsibility for the delivery of the musical opportunities for children and families that are delivered by our Sinfonia players, Alumni and visiting artists. They are the main point of contact for groups we work with in the delivery of our programmes, including schools, family and community centres, Music Hubs and services, and other partners. Through working with our musicians, they ensure relevant, accessible and impactful opportunities for our local community.

The current programme includes family concerts, projects delivered in primary and secondary schools, regular activities at Coin Street family centre, music-making workshops in community centres for adults at risk of isolation, side-by-side projects with schools and Music Hub partners. The majority of the programme (approximately 80%) is delivered by Sinfonia members and alumni, with the remainder being delivered by and with visiting artists.

The Engagement Producer will work within the Orchestra Team and will be responsible for developing our Engagement work in line with our strategy, working closely with the Head of Engagement. We are undertaking a refurbishment project to Smith Square Hall in 2027-2029 and during this time the orchestra will be located in a local school as an orchestra in residence, alongside delivering programmes in community spaces across London, and further afield through our On The Road programme. This role will suit someone wanting to take the next step in their career and committed to our values of nurturing talent and delivering distinctive and impactful work.

The Engagement Producer will work alongside our Orchestra and Projects Manager and Programme Manager and reports to the Programme Director, with a 'dotted line' to the Head of Engagement. They will also work closely with the venue staff, volunteers and other members of the staff team.

We are seeking a proactive, enthusiastic and engaging individual with experience in delivering community projects and working with musicians or other artistic practitioners. The successful applicant will join the team at an exciting time in Sinfonia Smith Square's journey, where we seek to increase our impact and build our reputation for dynamic and forward-looking engagement of the highest quality.

The post holder has the opportunity to play a central role in enabling a forward-facing young arts organisation to thrive. They can develop a wide range of skills, have a key voice in how the players develop their careers and take pride in helping young musicians to fulfil their potential through a distinctive array of outstanding Engagement.

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## Key responsibilities

This role will lead on planning and delivering all Engagement activity at Sinfonia Smith Square.

This will include:

- **Creative Planning:** Supporting the creative planning of Engagement at Sinfonia Smith Square in line with our strategy. Staying informed of current trends in arts engagement and education, bringing fresh ideas to programme and striving for high-quality.
- **Project Administration:** Ensuring the successful delivery of engagement projects from start to finish, taking responsibility for logistical set-up, booking session personnel, producing schedules, music library, session equipment and the delivery of sessions on the day. This will include working alongside the Orchestra Management team and other colleagues at Sinfonia Smith Square to make logistical arrangements as necessary.
- **Partnerships:** Working with partners to deliver successful and impactful programmes, maintaining good communication and a positive ongoing relationships. Identifying opportunities for new partnerships, participants and projects.
- **Schools:** Being the first point of contact for schools and education settings, signposting opportunities and ensuring ease-of-access to our offer. Building strong relationships with schools and teachers to make sure our offer stays relevant and that schools want to continue engaging.
- **Monitoring and Evaluation:** Executing appropriate data gathering at sessions and events to support evaluation. Facilitating debriefs and reflective sessions with participants and record-keeping as appropriate. Adapting future delivery based on feedback to ensure continuing improvement of sessions.
- **Fellowship musician support:** Support our Sinfonia fellowship musicians and alumni to deliver high-quality engagement sessions, including training sessions, appropriate briefings, in-the-room support during project planning/development and delivery, and facilitating reflections.
- **Working with external artists:** Liaising with freelance artists and facilitators, engaging them during sessions and encouraging them to deliver their best work for the benefit of community partners.
- **Cross-departmental working:** Ensuring the smooth setup and running of events by working proactively with other teams, including Venue Management, Marketing, Development, and Front of House teams. Attending regular staff meetings with colleagues across the organisation to ensure Engagement sits at the heart of all activities.
- **Budget Administration:** Setting up projects to be delivered in line with set budgets, and following financial procedures to ensure accurate financial record-keeping across engagement projects.
- **Safeguarding:** Lead on Sinfonia Smith Square's Safeguarding Policy, updating documentation, and providing training for players and other staff as necessary, ensuring all players and required staff have enhanced DBS checks, or undertake checks as

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necessary. The postholder will act as Designated Safeguarding Lead alongside our Director of Commercial & Venue Operations.

The post-holder will be expected to assume other tasks within the scope and responsibility of the role as required from time-to-time by the Senior Management Team and CEO.

**Person Specification**

Sinfonia Smith Square is able to achieve all it does thanks to a dedicated, collaborative, hard-working team. This role may particularly suit someone who has some experience in engagement and is now looking for a role that will challenge them, granting them fresh experience and opportunities as part of a small team.

You should possess the following skills, attributes, experience and motivations:

	Essential	Desirable
<b>PERSONAL ATTRIBUTES</b>		
Experience in performing arts administration, particularly relating to education and community and engagement, with outstanding organisational skills, and experience in planning and delivery of artistic projects.	✓	
Strong ability to balance independent and collaborative working, with proven experience of devising projects and initiatives from conception to delivery.	✓	
A flexible approach to working and planning, able to respond positively to changes in work environment as UK Government policy (especially around music education) continues to evolve.	✓	
Experience leading projects in which performing artists are required to interact with young people and the community, ensuring they are fully prepared and understand the aims and values of each venture.	✓	
Proven ability to motivate and mentor performing artists; sensitive understanding of musicians, their needs, and the challenges which face them in today's profession.	✓	
Good knowledge of classical / orchestral music and practice.	✓	
Energetic and personable approach to team working, able to cultivate great working relationships with musicians, colleagues, and a wide range of external partners.	✓	
Proven ability to manage a variety of projects simultaneously.	✓	
Awareness of all responsibilities that must be addressed when coordinating activities involving children and vulnerable adults.	✓	

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Excellent verbal and written communication skills.	✓	
Proficient computer usage.	✓	
<b>SKILLS AND EXPERIENCE</b>		
Strong interpersonal skills	✓	
Full UK or EU manual driving licence held for at least one year		✓
Good knowledge of developments in both the music education and classical music sector.		✓
Music degree or equivalent		✓

### Terms of employment

The role of Engagement Producer is offered on a 0.6 FTE basis.

Regular hours of work are Monday to Friday, 9.30am – 17.30pm. We are open to discussions about agreeing a flexible working pattern. This role may need to work out with normal working hours as Sinfonia Smith Square’s family concerts necessitate some weekend working.

Annual leave is 18 days inclusive of statutory bank holidays.

Salary: £32,000 per annum (pro rata). Sinfonia Smith Square operates an occupational pension scheme via NEST.

Sinfonia Smith Square’s base and offices are at Smith Square Hall, London, SW1P 3HA, with additional office space at 4 Millbank, London, SW1P 3JA.

Notice period is 2 months, following a 6-month probation period.

There is a 20% discount in the café at Smith Square Hall for staff members and all staff are eligible for two complimentary tickets for all Sinfonia Smith Square concerts.

### Equal opportunities

As an equal opportunities employer, Sinfonia Smith Square is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and we strongly encourage suitably qualified applicants from a wide range of backgrounds to apply for this position. We aim to operate an inclusive recruitment process;

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applications will be anonymised before being passed to the shortlisting panel. If you have any particular requirements, please let us know at any point during the process.

### **How to apply**

The closing date for applications is 9am on Monday 20 July.

To apply, you should email an application form and equal opportunities monitoring form (available on our website) to Gabrielle Court on [gabrielle@sinfoniasmithsquare.org.uk](mailto:gabrielle@sinfoniasmithsquare.org.uk) by the closing date. Please note that late or incomplete applications cannot be accepted.

Interviews for shortlisted candidates will take place on 30<sup>th</sup> and 31<sup>st</sup> July. Second interviews, if necessary, will take place on the week commencing 3<sup>rd</sup> August. Please indicate in your application if you have any availability issues that week.

If you would like to find out more about the role or would value an informal conversation about how it may suit you at this stage in your career, we would be very happy to hear from you. Please contact Alison Townsend, Programme Director, on [alison@sinfoniasmithsquare.org.uk](mailto:alison@sinfoniasmithsquare.org.uk)

If you do not live or work in Greater London, Sinfonia Smith Square will make a contribution towards travel expenses incurred in attending interviews if requested and agreed in advance. In exceptional circumstances, initial interviews may be conducted by Microsoft Teams or Zoom. If you are invited for an interview and would like to claim travel expenses, please mention this when your interview is being arranged. Please note that a request to claim travel expenses will not affect decisions about whether or not to invite you to an interview.