



Job Title: Programme Assistant (Music & Creative Arts)

Pie Factory Music are looking to recruit a Programme Assistant who is keen to learn, and interested in the Thanet and Dover music scenes.

Hours	Part-time (24 hours per week)
Wage	£8.91/hour (National Living Wage)
Location	Ramsgate, Kent
Contract Type	Fixed term until 31 st January 2023
Application Deadline	4 th August 2021
Interview Date	Week Beginning the 9 th August 2021

The Organisation

Pie Factory Music are a youth charity based in Ramsgate who specialise in using music and creative arts to engage and empower young people, especially those in challenging circumstances.

The Role

Pie Factory Music is seeking a motivated and passionate Programme Assistant to join our core team and assist the Programme Manager in the successful delivery of our Emerging Artists Programme. This role is ideal for a young person who is looking for their first step into a career in the arts and culture sector.

The Emerging Artists Programme was established in 2018 to support and empower young musicians in Thanet, funded by Youth Music. After a very successful pilot, Pie Factory Music has received further funding to continue the project for another two years, and develop new and exciting strands of work focusing on communities of young people who face barriers to accessing music opportunities - those who identify as female or nonbinary aged 13-18, and young people living in deprived areas of the Dover district.

The aim of the programme is to build a network supporting progression to meaningful opportunities relating to music for young people in Thanet and



Dover; connecting them to highly skilled practitioners, industry experts, organisations, and music businesses; and enabling them to take the lead in their own musical journeys.

This role is funded and supported by Re:Generation 2031, a Creative Estuary project. [Creative Estuary](#) has a vision to forge a new future founded on creative energy and innovation, along the length of the Thames Estuary.

At Creative Estuary our ambition is clear: To transform 60 miles of the Thames Estuary across Essex and Kent into one of the most exciting creative clusters in the world. We're going to do this by developing the places where the creative industries can build a vibrant and prosperous future, enriching communities and strengthening the region.

Re:Generation 2031 wants to empower more young people to access creative careers and to champion the next generation of creative talent. The postholder will receive additional support through the Re:Generation 2031 training and mentoring programmes, and time will be allocated to accommodate participation in these activities.

The Re:Generation 2031 team are here to help if you need support applying for this role. Please email Project Assistant Alice Heggie at a.heggie@kent.ac.uk for assistance or guidance.

Key Responsibilities

The post holder will be undertaking the following duties

- Assist in the delivery of activities as part of the Emerging Artists Programme (such as helping to set up masterclasses, workshops and drop-in sessions).
- Take an active role in office team meetings, updating the team about the Emerging Artists Programme, and taking notes.
- Undertake mandatory training as required by the charity, such as Safeguarding and Child Protection Awareness, First Aid, GDPR training.
- Assist the Programme Manager and Girls Programme Producer in the collection and monitoring of data in line with the programme monitoring and evaluation framework
- Assist in the day-to-day running of the charity where required by members of the office team, i.e. answering phone calls in the office and greeting visitors to the youth centre



Person Specification

The following Person Specification is a guide only. You do not need any formal qualifications or to meet every criteria to apply. We welcome applications from people who can demonstrate transferable skills and enthusiasm for the local music scenes.

Skills	Attributes
<ul style="list-style-type: none">• Excellent IT and computer literacy skills• Familiarity with basic office administration tools, such as email, calendar, Zoom and Microsoft Office applications• Knowledge and interest about the local music scene• Good interpersonal and communication skills• Good problem-solving skills• Able to use graphic design and audio/visual editing software or programmes, such as Canva, Photoshop, Logic, ProTools• Familiarity with Mac products and software• Knowledge of Thanet and the communities who live there	<ul style="list-style-type: none">• Dependable, with excellent time management skills• Ability to work from your own initiative• Willing to learn, and ask for help when needed• Passion for music• Motivated• Works well both alone and collaboratively



Eligibility

Due to the criteria of the funding of this position, to be eligible to apply for this role you must be:

- Aged between 18 and 25 at the time of appointment
- Currently residing in one of the following districts of South Essex or North Kent:
Basildon, Canterbury, Castle Point, Dartford, Gravesham, Medway, Southend, Swale, Thanet or Thurrock.
- Not currently in employment in a role within the creative industries.
- Not in full-time education or training at the point the work commences.

How to apply

You can apply in the following ways:

- **A completed application form**
- **Slideshow / PowerPoint presentation including the following:**
 - Full name / Address / Telephone numbers / Email address
 - Do you have a current UK driving license / any current endorsements?
 - National Insurance Number
 - Name and email address of two referees
 - Have you ever been cautioned, convicted or received a Police Reprimand or Warning?
 - Where did you see this post advertised?
 - Do you have any access requirements that should be aware of in order to provide appropriate support?
 - Present or most recent employment details
 - Previous employment summary
 - Qualifications achieved from secondary / high school / further education
 - Other skills and interests
 - Personal statement - please give details of any experience or skills, which you feel demonstrate your suitability for this post
- **Video Application**
 - Full name / Address / Telephone numbers / Email address



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Email your completed application in any of these formats to zoe@piefactorymusic.com (Pie Factory Music Programme Manager). You may also contact Zoë for more information about this role and the application process before submitting an application.

The Re:Generation 2031 team are also available if you need any support applying for this role, such as writing an application form or preparing for an interview. Please email

Project Assistant Alice Heggie at a.heggie@kent.ac.uk for more assistance or guidance.

Creative Estuary is supported by the Department for Digital, Culture, Media and Sport's Cultural Development Fund which is administered by Arts Council England.