



Contemporary Music for All (CoMA)
is seeking to appoint a
Music Sales and Library Coordinator

Join the CoMA Team as we celebrate 30 years of participatory contemporary music making! To apply, please submit the following:

- Cover letter (Max 1 page) or video (Max 3min) addressing the Job Description, Key Duties and Person Specification and explaining why you are suitable for the role
- CV demonstrating your recent and relevant experience (Max 3 pages)
- [Equal Opportunities Form](#)

Submission deadline: 22nd March, 2023

Interview dates: 29th, 30th & 31st March, 2023 in person at Queen Mary University, Mile End, London. Online interviews are available upon request.

Submission email address: tamara@coma.org

CoMA welcomes applications from all suitably qualified candidates, regardless of their race, gender, disability, religion/belief, sexual orientation or age, in line with our [Equality, Diversity and Inclusion Policy](#).

Please contact [Tamara](#) if you would like to receive this information in another format.

JOB TITLE	CoMA Music Sales and Library Coordinator
SALARY	£26,000-28,000 (depending on experience) Pro Rata
CONTRACT TYPE	<ul style="list-style-type: none">• 1 day, 7 hours per week (excluding lunch hour)• Flexible hours and working possible, with 1 minimum office day per month required• Occasional evening or weekend working required• 20 days annual leave pro rata, plus bank holidays• Permanent role, subject to a successful three-month probation review
LOCATION	CoMA's office is located at Queen Mary University of London, People's Palace Building, Mile End Road, London E1 4NS
REPORTS TO	Tamara Kohler, CEO
RESPONSIBLE FOR	Managing and promoting the extensive CoMA catalogue of commissioned new music and assisting in its development, leading on music sales including responding to enquiries, tracking invoices, payments & posting physical music when necessary, leading on relationships with composers & publishers, manage contracts for new commissions, support CEO on flexible scoring updated guidelines

What is CoMA?

“CoMA proves that you don’t have to be a professional musician to be an artist.”
(Héloïse Werner, Composer)

Contemporary Music for All (CoMA) is a participatory new music charity and Arts Council of England National Portfolio Organisation 23-26, with a vision to open new contemporary classical music to everyone, and to celebrate participation in new music-making as a meaningful and essential part of our lives. CoMA hosts regular year-round ensembles in multiple locations throughout England, a biennial summer school and festival, sector conferences, skill development courses and regular open participation events.

Over 30 years, CoMA has supported 3,200+ grassroots music-makers and emerging composers in the creation & performance of new music. Founded to address a lack of quality contemporary repertoire performable by amateurs, CoMA has since commissioned 350+ works, hosted composition courses as platforms to bring together early career and established music creators and created a unique library of 800+ contemporary classical works.

CoMA’s mission is to:

- Create a culture of musical participation and collaboration between emerging and established music-makers and creators of all backgrounds and abilities
- Establish environments, musical communities, networks and new repertoires to promote and develop these practices
- Share these unique experiences as widely as possible, from audiences to institutions, from music education providers to professional performers and creators.

Job Description

CoMA is seeking to appoint an experienced Music Sales and Library Coordinator to play a key role in managing CoMA’s extensive music catalogue. This will involve leading on all communications including customer enquiries, composer submissions, publisher agreements and sales management. This will also include supporting the CEO and Project Manager in an overhaul of the music catalogue, creating accessible guides to help customers find more music, implementing new filters and search categories and working with the Marketing & Digital Content Manager to increase promotion of the catalogue internationally.

This role is an exciting opportunity to make an impact on the vibrant UK-wide arts community, and to contribute significantly to the new music landscape of the UK. The role will suit someone with a passion for the arts, an interest in contemporary new music & community arts, and ideally someone who is able to read Western notated music scores. They must be a strategic thinker, and ideally an engaging person who is passionate about sharing music with customers, and can help develop strategies about the broader promotional and income generation potential of the library.

A major part of the role is assessing score and part submissions for major events such as the biennial CoMA Festival, scheduled for March 2024. The overall aim of the festival is to help create a major shift in the appreciation of contemporary music, an aim it is committed to

sharing with the whole of the music sector, through active partnerships with composers, artists and music and education organisations.

[Learn more about the festival here.](#)

CoMA offers all employees opportunities for professional development, working alongside a diverse, inclusive and friendly team and board of trustees. The organisation operates under a collaborative leadership model, encouraging employees space to suggest ideas, take initiative, and carry out new projects & strategies. CoMA is open to discussing flexible hours and any access requirements.

CoMA Music Sales and Library Coordinator

Key Duties

- 1.** Lead on all communications for the music catalogue, including customer enquiries and sales, publisher and composer agreements and supporting CoMA's national network of ensembles in selecting scores
- 2.** Oversee logistics of new music commissions, including contracting, assessing score and part submissions and uploading new works to the website
- 3.** Lead on score dispersal for CoMA projects, including major events such as CoMA's 30th Anniversary weekend (15/16 July 2023) and the CoMA Festival (March 2024)
- 4.** Support the CEO and Project Manager in an overhaul of the music catalogue, creating accessible guides to help customers find more music, implementing new search filters and categories
- 5.** Support Marketing & Digital Content Manager in promotion of the music catalogue nationally & internationally.
- 6.** Post physical scores and resources when required
- 7.** Support data capturing including sales reports and tracking performances numbers
- 8.** Managing the CoMA library email inbox

The above list of job duties is not exclusive or exhaustive and the post holder may be required to undertake additional tasks as may reasonably be expected within the scope of the role.

Person Specification

Essential

- Experience in system management and/or cataloguing
- Passion and commitment for the arts and its transformative impact
- Outstanding organisational and administration skills, including system development and proficiency across different industry-standard software packages.
- Fluent ability to read western music notation and openness to understanding new contemporary notation techniques
- Interest in opening access to community arts initiatives
- Excellent organisation and attention to detail
- Commitment and interest in supporting team at live events and flexibility to work evenings and weekends as required (with advanced notice)
- Ability to think strategically and creatively, including the ability to identify new opportunities
- Understanding of and commitment to working within an equal opportunities framework.

Desirable

- Experience in promoting community development initiatives
- Experience and interest in new and experimental music
- Experience in sales and invoice management
- Ability to understand quickly of the nature of the work and projects of CoMA
- Excellent written communication skills, with a demonstrable ability to communicate complex projects in writing in an accessible and engaging manner
- Strong organisational skills, with the ability to plan and prioritise work as part of a team but also work alone and to agreed deadlines
- Ability to seek out information proactively from a variety of sources

If you would like to arrange an informal chat about the role or have any questions, please email Tamara Kohler at tamara@coma.org.