



**Contemporary Music for All
(CoMA)**
is seeking to appoint a
Project Manager

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 Project Manager
SALARY	£30,000 Pro Rata
CONTRACT TYPE	<ul style="list-style-type: none">• 3 days, 21 hours per week (excluding lunch hour)• Flexible hours and working possible, with 2 minimum office days 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 Office - Queen Mary University of London, People's Palace Building, Mile End Road, London E1 4NS
REPORTS TO	Tamara Kohler, CEO
RESPONSIBLE FOR	Planning and delivering projects, leading national ensemble membership and development, supporting funder relationships, reporting and data capturing, overseeing project and event delivery, managing projects including budgeting, partnerships, leading and supporting staff and freelancers to coordinate projects.

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 project manager to play a key role in the delivery of the organisation’s core activities. This will involve planning and management of creative projects, membership support, administration and operational planning, event delivery and longevity development of CoMA’s extensive network of amateur music ensembles across the UK. The Project Manager will support CoMA’s CEO in the delivery of CoMA’s 3-year strategy, developed as part of our recent successful application to become an Arts Council England National Portfolio Organisation 23-26.

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. This role will suit someone with a passion for the arts, an interest in contemporary new music & community arts, and experience in managing multiple projects simultaneously. They must be a strategic thinker, who can help develop and manage logistical and safety protocols around the planning and presentation of live events.

A major part of the role is managing operational procedures for 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 Project Manager

Key Duties

Together with the CEO:

1. Support CoMA's national ensembles in working towards CoMA's strategic vision, providing recruitment and project planning support
2. Oversee operational planning and delivery for CoMA projects, including major events such as CoMA's 30th Anniversary weekend (15/16 July 2023) and the CoMA Festival (March 2024)
3. Management of freelance facilitators and volunteers involved in CoMA projects
4. Carrying out risk and safeguarding assessments for all CoMA projects
5. Serving as a main contact for partners, presenters and artists during the festival
6. Support Marketing & Digital Content Officer in promoting CoMA projects, including capturing additional content or identifying marketing opportunities
7. Manage data capturing and monitoring via CoMA's in-house CRM system
8. Management of CoMA's membership system including liaising with members over data capturing and fees
9. Support CEO in fulfilling grant obligations from funding bodies; meeting aims, objectives, monitoring and evaluation requirements and report writing
10. Managing the CoMA general 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 of successful programme management, ideally in an arts or community setting, and with clear goals, objectives, and financial parameters
- 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.
- Experience in creating, maintaining and monitoring, and keeping within tight budgets.
- Ability to think strategically and creatively, including the ability to identify new opportunities and follow up on them.
- Ability to manage a complex workload with a variety of priorities and deadlines across multiple projects.
- Understanding of and commitment to working within an equal opportunities framework.
- Commitment to attending live events and flexibility to work evenings and weekends as required (with advanced notice)

Desirable

- Experience in managing community development initiatives
- Experience and interest in new and experimental music
- Excellent written communication skills, with a demonstrable ability to communicate complex issues in writing in an accessible and engaging manner
- Ability to understand quickly of the nature of the work and projects of CoMA
- Strong IT, numeracy, budgeting, research and analytical skills
- 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
- Good knowledge of health and safety and risk assessments.

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