

CoMA (Contemporary Music for All)
Is seeking to appoint a
Festival Project Manager

Contract: This is a fixed-term contract (2.5 days p/week, 3 January – 11 March, 2022).
The candidate will be expected to be available during the 2022 CoMA Festival, 4-6 March, 2022.

Salary: The fee is £4000 (£160 x 25 days = 2.5 days p/week).

Line Manager: This role reports to the Festival Director (Tamara Kohler).

Location: CoMA operates part time from our office at Queen Mary University of London, Mile End Road, London E1 4NS. There is a degree of flexible working possible, however this role would best suit a candidate located in London.

Application process: To apply for this role, please send Tamara Kohler (tamara@coma.org) a CV with 2 referees as well as a covering letter (1 page max), detailing your interest in and suitability for the role. Please also consider returning an equal opportunity form (optional).

Closing Date: Friday 26 November, 2021.

Interviews will be held on **December 3rd**, ideally in person at QMUL in London. We are looking for the successful candidate to start work in the week of 3 January, 2022.

CoMA is seeking to appoint an experienced project manager to play a key role in the delivery of the 2022 Festival of Contemporary Music for All, 4-6 March, 2022. This will involve project planning and management, administration, and the support of amateur music ensembles across the UK in the presentation of workshops and performances. The Project Manager will support the CoMA Festival Director in the delivery of CoMA's biennial Festival and associated strategies and activities that communicate CoMA's aims and help to increase its impact and strengthen its profile within the music sector and the wider public.

This job will suit someone with a passion for the arts, an interest in new music and 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.

About [CoMA](#)

CoMA (Contemporary Music for All) is the UK's lead organisation promoting contemporary music through participation with an international programme of establishing contemporary music ensembles, commissioning schemes, education projects and digital initiatives. CoMA's vision is to open contemporary music to everyone, to celebrate participation in new music-making as a meaningful and essential part of our lives.

CoMA's mission is to create a culture of musical participation, in which amateur, emerging and established music-makers of all backgrounds and abilities forge musical communities and new repertoires. CoMA exists to share those unique experiences and practices as widely as possible across its networks, from audiences to institutions, music hubs to professional ensembles.

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.](#)

Festival Project Manager

Key Duties

Together with the Festival Director:

1. Support festival ensembles and partners in their event planning
2. Ensure all festival events have a Covid alternative plan and ensure all live presentations abide by current Covid Government regulations
3. Support where necessary in ensuring all festival events have sufficient technical and management support
4. Directing and managing volunteers at festival events
5. Carrying out risk assessments for all festival events
6. Cross-referencing budgets for each festival event with the Festival Director
7. Supporting marketing and communications officers where required, including capturing additional content or identifying marketing opportunities
8. Sourcing and hiring additional technical equipment as required
9. Serving as a main contact for all live events during the festival

Summary of main terms and conditions of employment

1. Remuneration: This is a fixed term contract (£4000) funded by Arts Council England.
2. Hours of Work: 17.5 hours per week. Flexibility in working hours will be expected. **The candidate will be expected to be available during the 22 CoMA Festival, 4-6 March, 2022.**

Festival Project Manager: Person Specification

EXPERIENCE

Essential

- Experience of developing plans with clear goals, objectives, and financial parameters
- Experience of managing complex projects, delivering on time and to budget
- Interest in opening access to community arts initiatives
- Excellent organisation and attention to detail
- Ability to remain calm in high pressure situations
- Flexibility to work evenings and weekends as required (with advanced notice)
- Ability to be strategic, use initiative, and effectively manage own time

Desirable

- Experience in managing community development initiatives
- Experience and interest in new and experimental music
- Passion and commitment for the arts and its transformative impact
- Ability to develop an understanding quickly of the nature of the work and projects of CoMA
- Excellent written communication skills, with a demonstrable ability to communicate complex issues in writing in an accessible and engaging manner
- Strong 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
- Strong IT skills

If you would like to arrange an informal chat or have any questions, please email Tamara Kohler (tamara@coma.org) and she will arrange a time to be in contact.



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