

## Job Description

**Job Title:** Freelance Music Leader

**Responsible to:** Executive Director, Education Programme Coordinator

**Key contacts:** All Readipop staff, project partners, volunteers, freelance workshop leaders, project participants.



Readipop is a music and arts charity based in Reading with a strong reputation for innovative and engaging arts projects.

Readipop makes a positive difference to the lives of people in need and believes creativity is vital for a fulfilled life.

## Job Summary

To deliver workshops/sessions as part of Readipop's music programme, including delivery of one-to-one mentoring sessions for vulnerable and hard to reach young people, outreach and taster workshops in schools and the local community. Liaising with key partners to arrange sessions, to evaluate, monitor and reflect on sessions, to report on project delivery targets.

**N.B. This Job Description is designed to give an overall view of the job and is not a definitive list of tasks.**

## Principal Responsibilities

- 1) To work regularly with a range of young people in one-to-one mentoring sessions, including those experiencing multiple disadvantages. The aim of these sessions is to help the participants to achieve their goals in the music studio.
- 2) To lead on the delivery of Readipop's band and music technology workshops. Readipop runs a number of different group workshops in the evenings, weekends and school holidays.
- 3) To liaise with artists, schools, participants, project partners and internal staff to ensure the smooth running of workshops.
- 4) To support off site work as part of Readipop's outreach programme.
- 5) To coordinate with other team members on the delivery of project outputs.
- 6) To attend education and CPD training events as appropriate.
- 7) To respond to all telephone, postal and e-mail enquiries promptly.
- 8) To attend project meetings when necessary.
- 9) To undertake any other duties as required that are commensurate with the general level of responsibility of this post.

## Evaluation duties

- 1) To ensure sessional evaluations and statistical registers are maintained.
- 2) To undertake case studies as appropriate.
- 3) To liaise with and collect feedback from partner organisations.
- 4) To ensure young people complete Community and Musical Development scales on a regular basis.
- 5) To create and maintain Individual Learning Plans for all participants.

## Person Specification

- 1) Must have a basic understanding of music production and Logic Pro.
- 2) Must undertake a DBS check.
- 3) Experience working with young people/community music is desirable.

## About Readipop

Readipop is a music charity based in Reading which believes in the joy of creativity and community is vital to a fulfilled life. Since 1998 we have developed a strong reputation for inspirational, engaging arts projects that make a positive difference in people's lives. We are passionate about the power of music to communicate and bring people together.

Please submit your CV and Letter of Application by 5.30pm on Friday 30<sup>th</sup> April to [office@readipop.co.uk](mailto:office@readipop.co.uk)

Or via post to Readipop, 15 Trafford Road, Reading, RG1 8JP