

**WILTSHIRE
MUSIC
CENTRE**
BRADFORD ON AVON

CREATIVE LEARNING COORDINATOR

Charity No: 1026160



ABOUT US

Our space is unique: we are a 300 seated concert hall in Bradford on Avon in the heart of rural Wiltshire and since we opened in 1997, we've built an enviable reputation as a professional concert hall of exceptional quality, rooted in community participation and involvement.

Our cross-genre music programme runs from classical to jazz, folk and contemporary music, with artists like the Doric String Quartet and the Orchestra of the Age of Enlightenment having close relationships with the Centre. Over the past year, we've welcomed an incredible range of artists to the Centre, including Aurora Orchestra, Penguin Cafe Orchestra, The Breath and Bill Frisell. Learning and music creation happens in every space - music-making opportunities for exceptional young musicians, community groups and our group for disabled young adults brings our space to life every week.

WMC will be changing and growing quickly over the next few years - with exciting developments, new music and artistic changes. It is an exciting time to be involved with Wiltshire Music Centre as the organisation works to become even more relevant, lively and audience and artist focused.





“If you hear unusual, or indeed unusually cutting-edge, sounds reverberating through the damp Bradford-on-Avon-air this autumn, don’t worry. It’s just the sound of Wiltshire Music Centre loosening up.” Nearfield Magazine , Sept 2025

The Creative Learning Programme is at the heart of Wiltshire Music Centre's work. The programme includes music projects and opportunities for young musicians, disabled young adults, older people, children and families. From one-off community projects and regional youth orchestra provision to outreach work in schools and inclusive monthly creative projects, we believe everyone should have the opportunity to make music.

We collaborate with many regional and national partners, like National Children's Orchestra and Orchestra of the Age of Enlightenment, as well as supporting and working with local music education providers and freelance music practitioners at the centre.



THE ROLE

The Creative Learning Coordinator plays a central role in the effective day-to-day planning and delivery and of the Creative Learning programme. As part of a small team, you will gain experience in all aspects of project management and delivery, including fundraising, budgeting, marketing, event planning and evaluation.

This is a unique opportunity for a talented, meticulous, resilient and ambitious arts administrator with experience in a similar education or project management post to play a central role in a growing arts organisation, and to develop their creative learning expertise.

KEY DELIVERABLES

- ✓ Day to day coordination and delivery of the creative learning programme, working collaboratively with the team
- ✓ Build and maintain positive relationships with our key stakeholders, including young people, parents, schools, other music education providers and freelance practitioners.
- ✓ Support freelance artists/practitioners and partner organisations, to lead programme elements, including preparing agreements, scheduling, training, planning and debrief meetings, and evaluation reports.
- ✓ Coordinate detailed practical arrangements with the wider WMC team—scheduling, venue logistics, technical specifications, and artist requirements
- ✓ Support the Designated Safeguarding Lead to ensure all creative learning activity aligns with our safeguarding policy and practice.
- ✓ Assist in capturing impact data for internal reporting and external funders.
- ✓ Contribute to reports, proposals and funding applications, as required
- ✓ Administer budgets, monitoring income, expenditure, and cash flow in collaboration with the Finance team
- ✓ Work with the Marketing team to create and disseminate Creative Learning print and digital marketing materials
- ✓ Carry out any other duty and responsibility appropriate to the post for the effective day to day operation and management of the Creative Learning team.
- ✓ Be an active and supporting member of the wider WMC team, supporting with customer service and building cover.



Summer tea party in partnership
with IfOpera and Bluebird cafe

IDEAL CANDIDATE PROFILE

ESSENTIAL

- ✓ Experience in the arts, cultural or education sector
- ✓ Passion for music and the positive impact it makes on people's lives
- ✓ Experience, enthusiasm and passion for inclusion and diversity, and commitment to working with all members of the public, including people with different abilities and lived experience
- ✓ Organised and methodical; efficient time management skills and attention to detail
- ✓ Excellent communication and interpersonal skills
- ✓ Flexible and self-motivated; ability to work independently and as part of a team

- ✓ Sound numeracy and budget management and IT skills

DESIRABLE

- ✓ Musical experience in orchestra or jazz ensembles
- ✓ Full driving licence
- ✓ Experience working in an arts venue
- ✓ Understanding of Safeguarding, Health & Safety, Data Protection, and risk assessments in an education setting



ROLE DETAILS

SALARY

£26,053 FTE at 0.8 (£20,842.40 pro rata)

CONTRACT

Permanent role, 4 days per week (0.8 FTE)

WORKING HOURS

30 hours a week Monday-Friday with 1 hour unpaid lunch break. Will involve evening and weekend work.

LOCATION

Office-based, flexible working patterns are available

REPORTING TO

Head of Creative Learning

PROBATIONARY

Six months

ANNUAL

24 days per year (pro rata), plus the standard bank holidays and two extra days at Christmas

WHAT WE OFFER

Complimentary tickets for WMC core programme performances
The People's Pension – contributions in line with statutory auto-enrolment
Hybrid/flexible working arrangements

Please note as part of this role, you will be required to carry out an Enhanced DBS check.



HOW TO APPLY

Please send your CV and an accompanying cover letter (max. 2 pages) which outlines why you are interested and suitable for this role to:

recruitment@wiltshiremusic.org.uk.

Please include details of two referees.

For an informal chat about the role, please contact Cassie Tait:

cassie.tait@wiltshiremusic.org.uk

**CLOSING DATE FOR
APPLICATIONS**

Tuesday 9 June, 5pm

Interviews are due to take place Wednesday 17 June

As an equal opportunities' employer, WMC is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join WMC.





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