

# THE GUILDHALL TRUST

**TITLE:** Music Hub Manager

**DEPARTMENT:** Learning & Participation

**RESPONSIBLE TO:** Learning & Participation Manager

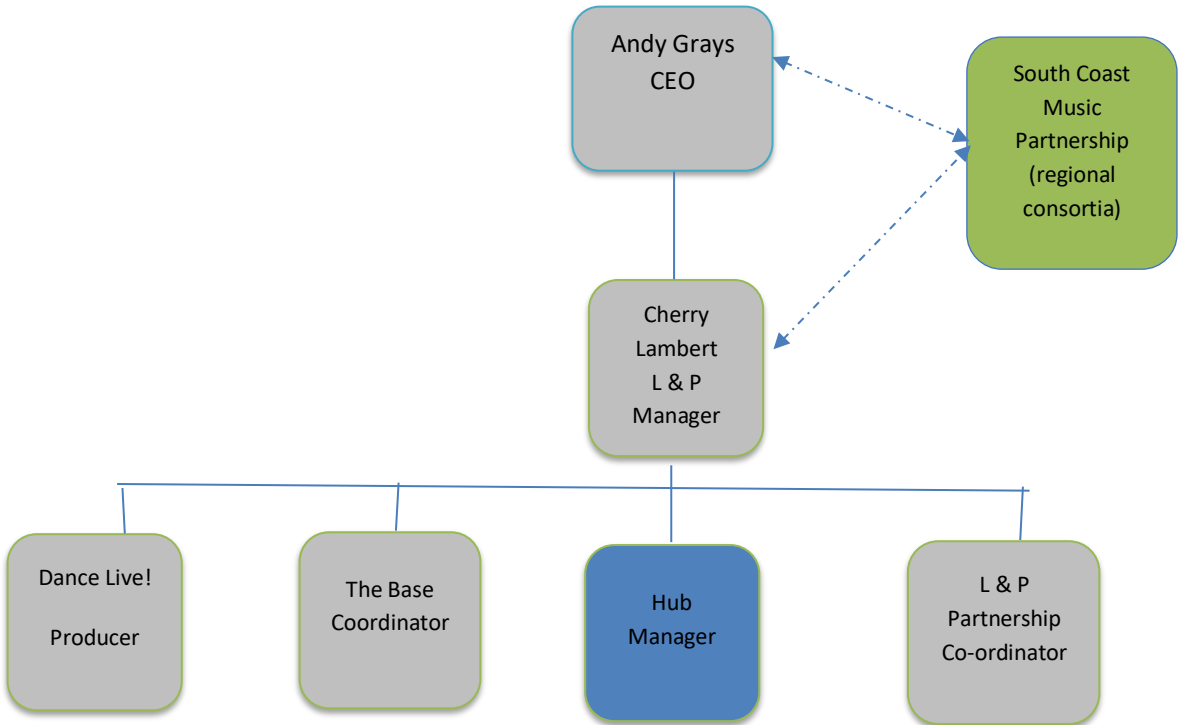
**HOURS:** 20 hours per week

**PAY:** £38k pro rata, fixed term contract (to be reviewed)

## Purpose of Job

Portsmouth Guildhall is assuming the responsibility for running Portsmouth Music Hub from September'26. The Hub Manager will plan and ensure delivery of the Hub's programme. Working with schools, stakeholders and partners, and within the setting of the Guildhall, this role will support the delivery of music education to young people in Portsmouth.

## Organisation Chart



## **Key Job Responsibilities:**

### **1. Plan, Organise and Deliver Music Hub Events**

- Plan, organise, deliver and commission high quality Hub events, including programming, technical specifications, risk assessments, front of house coordination and safeguarding in partnership with the Guildhall Learning and Participation Manager.
- Maintain clear, timely and efficient communication with schools, parents and all other stakeholders.
- Ensure an inclusive and accessible programme of events that maximises participation for children and young people of all ages, backgrounds and abilities.
- Liaise with Lead schools.

### **2. Coordinate Communications and Operations with Guildhall to Support Smooth Transition**

- Liaise between CEO of Portsmouth Guildhall, the Guildhall Learning and Participation Manager and Portsmouth Music Service to facilitate a smooth transition of the Lead Partner role.
- Provide accurate information for strategic reporting (KPIs, reach/impact data, case studies, progression evidence) to demonstrate outcomes, inform planning and provide information for the Guildhall CEO to inform South Coast Music Partnership (SCMP) reporting.
- Work closely with Guildhall Learning and Participation Manager on dates, spaces, production requirements, marketing and access arrangements, maximising opportunities to link, develop and extend Guildhall Learning initiatives.
- Maintain efficient and effective communication with all relevant team members to ensure smooth planning and successful delivery of activities.

### **3. Strengthen Educational Links Across Schools and Settings**

- Build and sustain strong, trusting relationships with schools (Heads of Music, SLT, curriculum leads, class teachers and admin teams) to coordinate participation, logistics, consents, event requirements and needs analysis.
- Align Music Hub activities with school curriculum pathways by providing clear learning objectives, curriculum links and high-quality resources for teachers before, during and after events.

- Champion inclusive practice by offering guidance, differentiation strategies and SEND focused support to ensure every child can access and succeed within SCMP-funded opportunities.
- Work with school leaders to identify progression opportunities and create coherent musical pathways connecting workshops, school visits, performance platforms and Hub programmes.
- Collect feedback from teachers, children and young people to evaluate educational impact, inform programming and ensure Guildhall partnerships meet the needs of Portsmouth's diverse school communities.

#### **4. Develop CPD Opportunities for Staff**

- Lead termly Primary Subject Network Meetings in partnership with the Portsmouth Education Partnership.
- Manage and lead networks for SEND and secondary in partnership with the SCMP Inclusion Lead and Extended Leadership Team.
- Lead and facilitate additional CPD in response to identified needs from teachers and stakeholders.

#### **5. Seek and Create New Opportunities Through the Guildhall Partnership**

- Utilise the Guildhall's profile, reputation and networks to create new live performance opportunities and progression routes for children and young people, strengthening links between early musical experiences and future creative careers.
- Collaborate on needs-based projects and events that raise the visibility of young musicians and celebrate the breadth of talent across the city.
- Use the partnership as a platform to pilot innovative programmes that push boundaries and explore what is possible in music education and youth creativity.

#### **6. Champion High Quality Live Performance Experiences**

- Curate inspiring live performance opportunities - including school showcases, citywide ensembles and festivals - with clear learning outcomes and opportunities for audience participation.
- Design performance experiences that celebrate progression and give children and young people a strong sense of achievement and understanding of their musical journey.

- Engage families, schools and the wider community by delivering events that are welcoming, inclusive and reflective of Portsmouth's vibrant cultural identity.
- Champion live music as an essential part of a young person's musical development, recognising its role in building skills, confidence, resilience, joy and long term connection to music.

#### 7. Liaise With Ensemble Directors

- Support and manage ensemble directors and assistant directors to ensure strong delivery, continued participation and citywide outreach.
- Lead termly Ensemble Director meetings to review progress, share updates and plan for future development.

#### 8. Lead Monitoring, Evaluation and Impact Reporting

- Develop and implement robust systems for monitoring participation, progression and engagement across all Hub and Guildhall partnership activities.
- Analyse data, feedback and case studies to evaluate the impact of programmes, ensuring they meet strategic goals and improve outcomes for children and young people.
- Produce clear, accurate impact reports to inform planning, reporting and support advocacy for music education across Portsmouth.

#### **Dimensions**

##### **Other**

The role of Hub Manager will mirror the school calendar with a flexibility to work during term time and some of the school holidays as per the requirements of the role. Some evening and weekend work may be required to support events and partners.

##### **Budget**

The post holder will work to a budget managed by the Learning and Participation Manager.

##### **Physical**

No

##### **Location**

The post holder will be located at Portsmouth Guildhall.

## **Context**

The Guildhall Trust (GHT) was formed in 2011 to take on the management of Portsmouth Guildhall, one of the South of England's largest and busiest concert halls. The Trust became a charity in 2013 with a board of trustees, a trading company and a clear vision for its future.

The Trust has successfully developed the Guildhall into a vibrant concert hall, with a first-class programme of concerts as well as a Get Involved programme of community engagement. We have a highly active Learning and Participation department which runs The Base, a creative space for young people and Dance Live! The latter is one of the most successful schools engagement programmes in the region, engaging with over 4,000 young people each year.

The Trust has diversified the business of the Guildhall with income streams from conferencing and new events.

Over 275,000 people a year engage with Portsmouth Guildhall and the GHT's various activities. We host approximately 150 large concerts per annum, 80 smaller gigs in our studio, over 6,500 school children participate in Dance Live, one of our leading events, and 80,000 people annually attend conferences and events.

The Guildhall Trust added The White Rock Theatre, Hastings, to its portfolio of venues and has aspirations to expand further in the coming years. The White Rock hosts nearly 200 performances including pantomime and has a busy new Studio venue which is used for gigs and comedy. Applying a similar model to the White Rock, GHT is revitalising this venue's music programme.

The core purpose of The Guildhall Trust is to deliver inspirational opportunities so that people want to engage with culture and the creative economy. The Guildhall Trust's vision is that it will become a leading cultural organisation which places our communities at the centre of everything we do so that we can inspire, entertain and transform lives. This is achieved The Guildhall Trust is a charitable trust limited by guarantee.

This role requires a candidate who has a thorough understanding of music education, who is motivated to work with young people so that they can fully engage and appreciate music, and to have the opportunity to play and participate.

## Person Specification

This acts as selection criteria and gives an outline of the type of person the characteristic required to do the job.

Essential: - without which the candidate would be rejected

Desirable: - useful for choosing between two good candidates

Attribute	Essential	Desirable
Experience	<p>Experience of working with schools in music education and the arts.</p> <p>Experience of delivering events and schools focused activities</p> <p>Experience with commissioning and contracting workshop leaders, monitoring and evaluation</p>	<p>Demonstrable experience of event co-ordination and management.</p>
Skill/ Abilities	<p>Able to plan and manage budgets.</p> <p>Skilled and knowledgeable about safeguarding, and best practise when working with young people.</p> <p>Excellent communication skills, both written and oral.</p> <p>Strong administrative skills, to include planning and reporting.</p> <p>Comfortable working in complex partnership environments</p> <p>A confident project lead, with good operational knowledge when working with schools and young people.</p>	
Education and training	<p>A qualified teacher.</p>	