# Artist Engagement Coordinator

**Reports to**: Artist Development Manager

**Responsible for**: *N/A*

**Budget Responsibilities:** *N/A*

**Based:** London, NW1, with potential for travel around the UK. Hybrid working will be considered

**Salary:** £24,000 pro rota (£14,000 per annum)

**Hours:** 21 hours / 3 days per week

**Contract Type:** Fixed term to end of March 2026

**Pension:** 10% employer contribution

**Holiday:** 26 days per year (pro rata for part time roles)

# About Attitude is Everything

We are a charity that connects disabled audience members, performers, employees and volunteers with music and live event industries to improve access together.

Through our work:

* Disabled people lead the change.
* Industry professionals learn from real-life experience and expertise.
* Barriers are identified and removed.
* Good practice is celebrated and rewarded.
* More disabled people play their part in music and live event industries.

We have been working with the UK’s music and live event industries for over 20 years and increasingly work internationally. Attitude is Everything is a highly trusted ‘brand’, attracting a wide range of industry partners who now work with us to achieve our goals.

As a disability-led charity, we welcome applicants from all backgrounds, and work with employees to meet any access requirements.

# Purpose of the role

Our ambitious Next Stage initiative works to ensure that artists and music creators who have access requirements can thrive within the music industry. We run a growing network of disabled music creators alongside a vibrant programme of events, lead an engaged group of talent development organisations and funders, and are engaged in projects to influence the industry to improve accessibility.

This exciting new role will support the Artist Development Manager to deliver Next Stage by coordinating our peer support programme for disabled artists and creators and the onboarding process for new members of our network. The role will also assist with the production of content sharing the voices of network members on our website and social media and provide meeting and event support as required.

# Responsibilities & Duties

* Coordinate a programme of peer support calls for disabled music makers.
  + Working with the Artist Development Manager and consulting with network members to plan topics.
  + Coordinating the stewardship of freelance session hosts.
  + Booking and promoting the events.
* Work with the Artist Development Manager to develop and coordinate an improved onboarding experience for people joining our Next Stage artist network.
  + Developing activities to better engage new members with our work and learn about their needs and experiences.
* Research and collate opportunities for music creators for our regular Next Stage network newsletter.
* Assist with the commissioning and production of content amplifying the voices and music of disabled music creators for use via our comms channels.
* Provide support to the Artist Development Manager in meetings and at events as required.
* Support the evaluation of the impact of our work by collecting monitoring data and case studies for internal use, funders and the music and live events industry.
* Use Salesforce to administer our artists network. This includes approving new sign-ups, sending out welcome emails and entering project data to monitor the success of these projects.
* Work with the Artist Development Manager to develop responses to Frequently Asked Questions and other website materials.
* Other project coordination support as required.

# Person Specification

**Personal attributes**

* Ability to form positive working relationships with a broad range of people and work as part of a team
* Ability to prioritise and work independently to meet deadlines

**Knowledge and understanding**

* The barriers disabled music creators might face in the music industry.
* The different activities that music creators need to undertake to progress their careers.
* How social media content could be harnessed to amplify the voices of disabled music creators.

**Experience and skills**

* Facilitating online events
* Conducting online research
* Effective note taking in meetings
* Using digital tools to organise work – task management, record keeping etc

# Expectations of all staff at Attitude is Everything

**These are expectations we have for all of our roles at Attitude is Everything. You will not be asked to directly demonstrate this on your application but we may not take your application further if your application or interview give us a reason to believe you do not meet these standards.**

**We expect staff to:**

* Treat colleagues, audience members, trustees, live events industry professionals and everyone you meet through your work in the charity in a fair and respectful manner.
* Support equity and inclusion for anyone who experiences barriers of discrimination due to any protected characteristic under the Equality Act.
* Maintain professional boundaries with colleagues, live event industry professionals and any volunteers who you meet through your work in the organisation
* Approach your role with honesty and integrity and avoid using your connection with the charity for personal gain or that of family or friends.
* Be able or willing to learn to use the software we use for work and monitoring (specifically Microsoft Office, Microsoft Teams, Salesforce and Zoom.)
* Maintain trust and confidentiality, including avoiding sharing details of confidential conversations on social media
* Be passionate about removing barriers that prevent disabled people from accessing the Music and Live Events Industry.
* Avoid negative or patronising stereotypes or assumptions about disabled people or treating any one impairment as more ‘important’ than another.
* Support our aim of being a ‘critical friend’ to the industry – giving honest feedback in a positive and constructive way.
* To abide by our policies – particularly around Equality and Diversity, Anti-Bullying and Harassment and safe working practices.