



## **NATIONAL CENTRE FOR MUSIC - SENIOR PROJECT MANAGER**

**Line Management** – Executive Director

**Location** – Hybrid: Edinburgh City Centre/Home-working

**Contract** - Fixed term contract for 23 months, potential for extension/transition into a full time, permanent venue role

**Salary** - £50,000 - £55,000 – depending on experience.

### **The National Centre for Music**

The National Centre for Music (the NCM) is at the core of the redevelopment of the former Royal High School building, located at the seat of Calton Hill, in Edinburgh. This role is truly a unique opportunity to play a central role in establishing the NCM in supporting the Scotland music sector and providing a platform to secure its future, and thereby bringing life to an exceptional historic site, at the heart of the city. The NCM will be a new cultural asset for both Edinburgh and Scotland.

### **Context**

The NCM will be located within the A-Listed former Royal High School building. The concept for the NCM is one that has begun to develop in line with the requirement of the Royal High School Preservation Trust (RHSPT) to establish a cultural use for the building. The project will see the iconic Thomas Hamilton building coming back into public use, with RHSPT having been granted a 125-year Lease by the City of Edinburgh Council. RHSPT has secured £45 million towards the capital project from Dunard Fund. In turn, the Trust will grant a sub-lease to the NCM so that the NCM will be responsible for managing the building. Currently, it is proposed that the NCM be established as a separate charity (this already exists, in dormant form); however, alternative options for this are, and will be, considered.

The former Assembly Hall will be developed as a 300-seater-concert hall located in the stunning central auditorium, and the two Octagons will also be available for concerts, recitals, rehearsals, and other uses. There will be break-out rooms, a café/restaurant, and office spaces for both the NCM and other music-related organisations.

With the ongoing progress of the redevelopment project (currently expected to be completed in 2027), there is now a need to refine the NCM's purposes and activities to ensure maximum impact is made of this unique opportunity for the Scottish music sector. deliver meaningful support to and impact for the Scottish musical sector. Whilst Business Planning has progressed, there will be a requirement to refine and review the business model on an on-going basis, to ensure it is both fit for purpose and achievable.

### **The Vision**

The NCM will support, promote, and assist in the development of the musical ecosystem of Scotland, one that truly reflects its national profile. That ecosystem is made up of a varied and intertwined set of stakeholders and beneficiaries which includes teachers, administrators, professional musicians, choirs, students, audiences, amateur music-makers, funders, and venues. A National Centre for Music owes its purpose to all these stakeholders and is as much a cultural beacon as it is a national resource. Although the initial vision for

the NCM has been welcomed by the music and cultural sector, there is now a need to define what the organisation is, what its impact will be, and ultimately how it will do this.

RHSPT is seeking a visionary individual who will be able practically to advance the NCM concept to its conclusion. This will be based on a consultative approach that establishes the needs and requirements of the sector and general public, which in turn provides scope to the NCM's priorities and operational practicalities. The role will be responsible for implementing the recommendations and associated action plan that will help to establish a robust and sustainable Business Case for the NCM.

### **The Opportunity**

Bring recruited by RHSPT, the role of the NCM Development Manager is truly a unique opportunity for the right candidate. It is a rare opportunity to establish a cultural organisation from the ground up and to play a significant role in and for the music sector in Scotland, the UK and internationally. The role will have a strong focus on building relationships and establishing partnerships with a wide range of organisations and so the ability to work collaboratively is essential.

Your passion, enthusiasm and knowledge will therefore drive the project forward. The ability to articulate and deliver the NCM, in tandem with our partners and stakeholders, will be crucial. You will be part of a new, dedicated small team who are committed to launching this stunning cultural asset in the heart of Edinburgh.

### **The Role**

#### **Leadership and Strategy**

- To scope, progress and develop the NCM, with the aim of establishing it as a new, relevant, and formative organisation for the music sector in Scotland.
- To establish the NCM as a beacon for Scotland's music sector, and the formation of a creative hub to underpin excellence and creativity in Scotland's music sector.
- To assess and collate supporting research, consultation, and corresponding reports on the NCM and to appoint additional research (if and as required) to ensure that the concept is deliverable, relevant, and achievable.
- To lead the process of an action plan, a sustainable business plan, and organisational readiness to transition from planning to operations.
- To work with RHSPT to refine and develop the needs of the NCM in relation to the building design.
- To co-ordinate and establish a working group (and/or other format) to progress the NCM in line with the capital project timescales.
- To manage a delegated budget as required.

#### **Artistic Development**

- To develop the artistic offer for the NCM and to ensure that it provides an offer that is fitting for the historic site, that delivers the charitable objectives of the organisation, and that supports the wider music sector in Edinburgh and Scotland.
- To create an exciting pre-opening artistic programme, including celebrating construction milestones, connecting with a wide range of communities in Edinburgh and across the region. to build awareness and future audiences for the NCM.

#### **Community Engagement and Creative Learning**

- To collaborate with existing and potential partner organisations and wider stakeholders to develop the NCM's programmes that support music education,

learning, development and performance, to ensure fit and to avoid duplication in the sector.

- To develop and deliver an engagement programme, with relevant partners, to involve target communities, including Edinburgh residents and the music community.

### **Key Relationships**

- To actively develop and maintain good relationships with key partners and stakeholders.
- To actively develop and expand cultural partnerships and explore creative collaborations amongst a broad range of individuals and organisations, locally, regionally, nationally, and internationally.
- To assist the Executive Director and Executive Team to provide a detailed assessment of future operating costs and earning potential.
- As required by the organisation, to undertake appropriate public/stakeholder consultation.

## **Person Specification**

### **Experience**

- Wide-ranging experience of the UK music sector with demonstratable networks and knowledge of institutions, organisations, and venues.
- Strategic planning, project coordination and budget management.
- Experience of artistic strategy and programming within civic / cultural spaces (such as theatres, galleries, museums, large scale events).
- Some experience of having managed, or been involved in the management of, an arts and cultural venue, specifically a music venue (this is not essential)

### **Skills and Personal Attributes**

- Good organisational skills, with the ability to manage multiple priorities and work effectively under pressure.
- Ability to work independently, and both proactively and reactively solve problems in a timely and thorough manner.
- Ability to operate strategically, including setting and achieving project milestones.
- Excellent interpersonal and stakeholder engagement skills.
- Advanced skills in both written and oral communication and presentation.
- Good computer literacy skills, including Microsoft Office.
- Understanding and commitment to equality, diversity, and inclusion.
- A passion for music and the vision for the NCM.

### **Equality, Diversity & Inclusion**

We encourage applicants from all backgrounds, and welcome applications from those facing barriers to employment, people living with a disability, people from a BAME background and those who identify as LGBTQI+.

### **Application Process**

To apply please send a CV and Covering Letter of no more than two sides of A4 outlining your suitability for the role, to [info@rhspt.org](mailto:info@rhspt.org)

### **Closing Date**

Sunday 25<sup>th</sup> of February 2024 at midnight.

Further information available - [www.rhstp.org](http://www.rhstp.org)