



Youth Music Project Manager – Freelance Opportunity



Brewery Arts is seeking a Project Manager to lead Brewery Youth Music (BYM), an exciting new electronic music project for young people in Kendal and the surrounding area, taking place in April, May, June and July 2025.

BYM is an inclusive, non-competitive project, for young people aged 11-16 who may be at risk of becoming involved in the Youth Justice system. The project is free of charge to participants in need, and aims to improve health, wellbeing and creative skills in a safe and supported environment.

BYM is led by Brewery Arts, funded by Youth Music, and delivered in partnership with Horizon Studios, who specialise in facilitating electronic music production workshops for young people. BYM will offer free DJ and electronic music production training sessions over 10 x Tuesday evenings (29 April – 8 July), facilitated by Horizon Studios.

BYM participants will be encouraged, referred, and supported by our project collaborators and advisors, including youth charity, Brathay, and a network of specialist community partners.

This is an exciting opportunity to work with a network of specialist partners and creative practitioners, to provide access to high quality music learning for vulnerable young people.

Our ideal start date for the Project Manager is 1 April and we will assess applications as soon as we receive them. Please see the contract brief, person specification, and details of how to apply below. If you are an experienced creative Project Manager with a passion for music, we look forward to hearing from you!

Contract Brief

The Project Manager will be expected to carry out the following tasks to deliver the project on time and on budget.

1. Manage the relationship with our project delivery partners Horizon Studios, liaising with them to ensure they provide 10 high quality DJ and Music Production sessions at Brewery Arts, in line with the partnership agreement.
2. Liaise with our project collaborators and advisors, Brathay, Youth Presence, South Lakes Neighbourhood Policing Team, Child Centred Policing Team, and South Lakes Youth Work Partnership, communicating information about the project by email and phone to encourage referrals and support for young participants.
3. Lead a minimum of 3 partners meetings online and/or in person, to evaluate and help shape the project as it progresses.
4. Attend Brewery Arts before and during the sessions on Tuesday evenings (3pm-8pm) including set-up time, throughout the summer term dates of 29 April – 8 July 2025.
5. Liaise with Brewery Arts staff before the sessions begin, setting up relevant equipment and supplies, following venue safety and security procedures, and coordinating operational requirements.
6. Manage the project budget as set by the Learning & Engagement Manager, ensuring delivery partners and suppliers are paid in line with partnership agreements.
7. Report to our project funders, Youth Music, at agreed times to ensure they are kept up to date with changes and progress.
8. Be the point of contact for our established network of young electronic music makers, tutors and practitioners, from the alumni of BAM, our electronic music making sessions for young people aged 16-24 which ran in Autumn 2024. Manage the BAM Instagram account.
9. Coordinate travel bursaries for eligible participants, as per the BYM project budget and guidelines.
10. Order and coordinate catering (pizzas and soft drinks) and any sundry materials required for the BYM sessions, as per the project budget.
11. Carry out evaluation interviews with participants and partners, during and after the project, to learn from successes and challenges, and to help inform BYM 2026.
12. Report regularly to the Learning & Engagement Manager about BYM progress and any challenges, to help inform the ongoing development of a wider programme of music engagement at Brewery Arts.
13. Practice high standards of Safeguarding, discretion and care, being a professional representative of Brewery Arts and prioritising the safety and wellbeing of the project participants at all times.

Fees, Hours & Location

- **Contract Type:** Temporary Fixed Term Freelance Contract 1 April – 23 July 2025
- **Fee:** £2,400 to be paid in monthly instalments on receipt of invoice
- **Hours:** Based on a total commitment of 120 hours worked between 1 April – 23 July 2025.
- **Location:** Attendance at Brewery Arts in Kendal is required for the BYM sessions on Tuesdays (3pm-8pm) from 29 April – 8 July 2025. For all other tasks, the Project Manager may work flexibly, either at the Brewery Arts office (hot-desk available) and/or remotely.

Person Specification

Essential

- Experience of managing or coordinating a creative project on time and on budget
- Experience of working in engagement, participation or education activities
- Experience of Safeguarding of children and young people
- Excellent communication, IT and organisational skills
- Strong numeracy skills and high levels of accuracy
- Professional, friendly and approachable with high standards of customer care
- Strong commitment to Equity, Diversity and Inclusion
- Able to set up rooms, moving and arranging basic equipment and chairs/tables
- Available to be on site in Kendal on Tuesdays (3pm-8pm) from 29 April – 8 July 2025
- A Disclosure & Barring Service (DBS) check or willingness to obtain one (can be provided by Brewery Arts)

Desirable

- Experience of working with vulnerable young people
- Experience of working with youth agencies/services
- Experience of working on music projects and passion for music
- Experience of talent development and artist support
- Experience of setting up Ableton music production equipment and DJ decks
- First Aid training or certificate

How to Apply

Please email a **Cover Letter** and/or **CV** with **Youth Music Project Manager** in the email subject line, to Recruitment@breweryarts.co.uk

Your Cover Letter and/or CV should tell us the following information:

- **why you feel you are a good fit for this contract**
- **how your skills and experience meet the person specification**
- **contact details of two previous employers or contractors**
- **your availability to start (the ideal date is 1 April 2025)**
- **your contact details**

Please note that we will assess applications as soon as we receive them, so early applications are highly recommended.

We reserve the right to close this vacancy once we have selected and contracted a suitable candidate.

If you do not receive a response to your email within 7 working days, please assume your application has not been shortlisted for this project.

Questions

If you would like to arrange a call or have any questions about this opportunity, please contact our CEO/Artistic Director at: Miriam.randall@breweryarts.co.uk

The Kendal Brewery Arts Centre Trust Ltd. is registered in England & Wales no. 03927101 and is a registered charity in England & Wales no. 01086789

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