



Photo: Roy Campbell-Moore "Newport Legends" 2017

Project Manager
Information Pack
May 2024

Dear Applicant,

Thank you for your interest in the role of Project Manager at Operasonic.

Operasonic is a community music organisation based in the heart of the Newport community. We believe creativity is a human right. It enables imagination, curiosity, and agency, and encourages us to think differently and be empathetic.

Led by our founding director Rhian Hutchings, the first five years of our work has been about opening conversations with schools, community centres, libraries, families, and artists in Newport and exploring how they influence and create opera. Our founding director stepped back to join the Board of Directors in 2020 and the role of Executive Producer has given the opportunity for new voices to feed into the development of the company.

In 2023 the company made a successful bid to become part of the Arts Council Wales Investment Review, putting forward an ambitious plan for the future of Operasonic. We are now building our team to take the company to the next stage.

Operasonic holds relationships with a range of freelance composers, directors, designers and producers, as well as having a strong network within the Wales arts sector. The organisation is also a member of RESEO – the opera, music and dance education network for Europe – and has been actively seeking European opportunities across the last few years.

Participation is at the heart of our practice and we actively support young people to develop their social and emotional skills and their artistry. This translates to how we treat our staff. We want everyone we work with to grow through their work with us. You might feel that you need more experience to apply for this job – but tell us how we can support you to do your best work. We are committed to being an equal opportunities employer and are keen to hear from a wide range of candidates.

You can find out more about Operasonic's work by visiting our website www.operasonic.co.uk . I'd be very happy to discuss the role with you, so if you have any questions or want to arrange a phone call, please do email me at rhian@operasonic.co.uk .

I look forward to reading your application letter.

Rhian Hutchings

Chair of Trustees, Operasonic



ABOUT OPERASONIC

Operasonic is a not for profit company limited by guarantee that was formed in November 2014 and based in Newport, South Wales.

Our vision is of a diverse community who come together through story and music to create, celebrate, and grow.

Our mission is to create opportunities for people to use their creative power to tell stories and celebrate their communities and open up music as a means of self-expression.

We believe creativity is a human right. It enables imagination, curiosity, and agency, and encourages us to think differently and be empathetic.

Operasonic exists to inspire people to access, develop and share their creativity through music so that everyone living, working or arriving in our city knows they are a welcome and valued part of Newport life and of Welsh Culture.

We have developed the following **aims** which form the core of the work for the coming years:

- **To support** the next generation of emerging music professionals and creatives in Newport to have fulfilling and sustainable careers
- **To open up** the rich world of music to children, young people and their families of all backgrounds, cultures and communities within Newport
- **To celebrate** our city and create imaginative creative experiences to enrich the lives of the citizens of Newport
- **To champion** Newport across Wales and the world

Our work has participation at its heart. We are passionate about the power and potential of our wonderful, diverse and complex local community. We want music to be there for everyone in our community – to give voice, to tell stories, to be joyful, to be emotional, to be loud and proud.

CURRENT PROJECTS

- Operasonic is currently running and planning a range of different projects in the Newport community and beyond.
- The Lullaby Project is a songwriting project concept created by Carnegie Hall and Operasonic is a Lullaby partner. This year we have been developing the Lullaby project in the Newport community, and also in the D/deaf community.
- The Maindee World Choir brings together primary pupils to sing songs from across the world and celebrate everyone's cultures. The choir is based at Maindee Primary School.
- A regular music session at Eden Gate centre working with people experiencing homelessness.
- Canu Casnewydd is a Welsh language choir for all ages.
- The Operasonic Cohort – offering development and training opportunities for young musicians from South Wales
- Wales France project funded by British Council Wales

Project Manager

THE ROLE

We are looking for a person with a passion for music and community who is keen to make a difference in the Newport Community.

The successful candidate will be an organised and detailed manager of projects and partnerships. They will be a good communicator, skilled at developing relationships, budgeting and event planning.

The Project Manager will be responsible to the Executive Producer and will also report to the Board of Trustees.

HOW TO APPLY

Please read the role description and person specification below and send your CV and a covering letter telling us the role is of interest to you and how your skills and experience match the role. Send everything to danielle@operasonic.co.uk

As an alternative to a covering letter, you can tell us about your skills and experience in a short video (maximum three minutes). We suggest you use We Transfer to send the video to make sure the video arrives.

The deadline for submission of applications is Friday 21st June 2024 at 5pm

You will be informed if you have been invited for an interview by Wednesday 26th June. Interviews will take place on Wednesday 3rd July.

If you have any other special requirements to enable you to apply for this role, please let us know by emailing danielle@operasonic.co.uk

PROJECT MANAGER

Role Description

Contract: Fixed term contract July 2024 - July 2027

Salary: circa £28,000 per annum (Full time Equivalent)

Hours: 21 hours per week

Location: Operasonic office in Newport and local community settings

The role encompasses the following responsibilities:

- Management and delivery of Operasonic projects
- Recruiting and supporting Operasonic freelance project managers and artists to run Operasonic projects
- Ensuring risk assessments are in place and all project staff adhere to Operasonic policies
- Contracting freelance staff and artists for projects
- Maintaining and managing budgets for Operasonic projects
- Supporting the Executive Producer with fundraising and bid writing as required

- Managing project information on the Operasonic website
- Management of existing partnerships for Operasonic projects
- Representing Operasonic and its vision at key events and meetings

What would success look like?

- Existing projects planned and underway
- Good planning and management processes in place
- New projects are being developed and planned
- Strong community relationships are nurtured and grown
- The Project Manager is supported to grow their skills and knowledge

Key Features of the role:

- Ability to work from Operasonic office and community settings
- A working knowledge of digital platforms, including Excel, Zoom, Google Drive, Wordpress, Airtable, Xero
- Regular events at evenings and weekends
- Regular training and trustee mentorship to facilitate personal growth

Knowledge and Experience

Essential	Desirable
Project management skills	Experience of Airtable and project planning tools
Budgeting using spreadsheets	Contracting experience
	Accounting systems packages e.g. XERO
Knowledge of the arts sector in Wales	
Experience of managing artistic projects	
Experience working with young people or communities	Experience of Child Protection Procedures
	Experience of working with schools
Experience of producing projects, live theatre or events	
Experience of writing about projects	Experience of managing websites
Experiences of working in partnership	Experience of building partnerships
Experience of working bilingually	Welsh Speaker