



European Union
European
Social Fund



Job Description

Reference Number (Internal): 216

Type: Graduate Placement – 5 months

Company: Future Yard

Job Title: Creative Engagement and Development Assistant.

Salary: £22,672p/a

About the Role:

Future Yard is seeking an assistant to support our fundraising and outreach activities, playing a vital role in sustaining and developing our community music venue in Birkenhead.

In this role, you will increase revenue through space hires and use of Future Yard's facilities, through prospecting and cultivating new relationships with local businesses, and designing engaging communications to promote the space.

You will be passionate about music, and an enthusiastic and confident communicator, with the ability to proactively build relationships.

As well as building and maintaining excellent partnerships with businesses, you will support the Partnerships Manager in outreach and advocacy, connecting community organisations, third sector partners and charities to Future Yard's core programmes.

As our Creative Engagement and Development Assistant, you will gain experience in a key strategic team underpinning a multi-faceted music organisation. You will learn the fundamentals of fundraising, relationship and stakeholder management, event management and marketing in a dynamic community music venue, gaining an understanding of the live music industry and its importance within the wider arts sector.

Person Specification (Skills & Experience)

The ideal candidate will have:

- A passion for live music
- Excellent written and verbal communication skills and an ability to brilliantly articulate and present Future Yard's vision
- You will be a well organised, disciplined team player, with the ability to take initiative.
- Confident and diplomatic, able to communicate with people from a wide range of backgrounds in a variety of settings.
- Excellent IT skills
- Proactive, and able to act on new opportunities creatively.
- Knowledge of event management, fundraising, or marketing

Addition Information:

Future Yard is a community music venue in Birkenhead, using music as a positive force for change. Future Yard is a non-profit community interest company, meaning we rely on a variety of income streams to sustain all strands of our activity.

As well as being home to a varied live events programme, we provide skills and training programmes to local young people beginning careers in the live music industry, and our artist development programme nurtures emerging musicians from across the region.

But Future Yard is more than just a music venue – music has the power to make people change the way they think about themselves and their community, and we're committed to Future Yard being part of that drive for change in Birkenhead.