



Knowle West Media Centre: Sound Wave Associate

Job Pack / December 2024



Soundwaves young people's programme. Image: Ibi Feher

Introduction

Thank you for your interest in the role of SoundWave Associate at Knowle West Media Centre (KWMC). KWMC is seeking an experienced and passionate music/sound practitioner, who has an interest in creative technologies and digital music, to support delivery of SoundWave, our innovative music and sound programme, delivered for young people aged 10-17.

You will find more information about KWMC, the role and the person specification on the following pages. You should read this information before you complete the online application form.

Applications must be made using the online application form, but you can apply using different methods including written text, audio and video.

Access

We want to ensure our recruitment process is accessible for you. If you would like this information in a different format, require further information, need support with access requirements or an informal chat about the post please contact us by email at enquiries@kwmc.org.uk or call [0117 903 0444](tel:01179030444).

As part of our commitment to being a Disability Confident Employer we guarantee an interview to anyone who identifies as disabled (as defined by the Equalities Act 2010) that meets the essential criteria set out in the person specification.

About KWMC

KWMC is an arts and community tech organisation. We are an Arts Council England National Portfolio Organisation and charity based in Knowle West, South Bristol. Our mission is:

‘Making fair and thriving neighbourhoods together, with arts, tech and care’

We have been working in and with our local community since 1996. We work across the neighbourhood in greenspaces, high streets and homes, bringing our arts, tech and co-creation practices into a local ecology of change making. We ensure our programmes are rooted in community priorities by working closely with, and as founding members of, the Knowle West Alliance.

Our programmes range from regular after school social action and digital fabrication sessions for young people to artist residencies, neighbourhood science projects, international research projects and more.

Working with a mix of residents, artists, researchers, local government and businesses we dream, make, co-create and support people to make change, from developing new approaches to climate action, to street-level retrofitting and community-led storytelling with immersive technologies.



Soundwaves young people's programme. Image: Ibi Feher

About the SoundWave Programme

SoundWave is an exciting programme that offers young people the opportunity to develop skills and experience in sound and music. Our foundation programme SoundWave offers 10-13 year olds the chance to try out a range of music and sound technologies. This includes creating podcasts, music and other sound led outputs. Our SoundWave+ sessions operate as a youth led space, allowing young people, aged 14-17 to develop their interest and experience of music making and sound capture. These programmes run afterschool during term time. This programme has also been delivered in schools, which is currently on pause, but KWMC hopes to bring this back, funding dependant.



Soundwaves young people's programme. Image: Ibi Feher

About the role

KWMC is seeking an experienced and passionate music/sound practitioner, who has an interest in creative technologies and digital music to support the delivery of our SoundWave programme for young people aged 10-17.

Candidates should have 3+ years experience of facilitating creative music/sound activities for young people.

The role will primarily involve in person delivery with children and young people. Evening work will be required as part of this role.

Purpose of Role

- Support the delivery of our SoundWave workshops, focused on increasing participation in creative activities
- Inspire young people to develop their audio and musical skills and talents
- Encourage young people to participate in creative activity, express their views and realise their potential
- Support the planning and evaluation across all programmes worked on in the role

Key Responsibilities

To work with young people using audio and music, to act as their advocate and support them in expressing their views through participation in music activities.

Regular programme of workshops

- Supporting delivery of weekly music/sound workshops
- Supporting the planning, delivery and evaluation sessions
- To devise sessions with input from the Young People's Programme team and the wider to ensure they are incorporated into the relevant programmes.

General

- To represent KWMC and promote its charitable aims and objectives.
- To abide by relevant KWMC policies and procedures in particular Safeguarding, Child Protection and Health & Safety.

Expected Outcomes

- More young people engage in a variety of creative learning experiences
- Successful sustained involvement of young people in the Young People's Programme and clear progression and talent development.
- Identification of positive impact on young peoples' learning and personal development as a result of participation in Young People's Programme activities.

Person Specification

Essential Experience:

- Music expertise; proven track record in music production and song composition
- 3+ years of facilitation experience with young people
- Strong communication skills
- Experience of working in community settings
- Experience of using music as a tool to engage young people

Desirable Experience:

- A qualification in music
- Experience of working with young people with SEND (ideally autism & ADHD)
- Trauma informed approach
- A skilled instrumentalist (ideally drums, guitar or piano)
- Expertise in working with young people aged 10-13 years
- To have an understanding of music software eg. Logic Pro X and / or Garageband
- Experience of living or working in Knowle West

General Requirements:

- Ability to work evenings and weekends when required.

- A shared commitment to KWMC's [values](#), health & safety, confidentiality, data protection and equal opportunities policies.

Terms of Employment

Job Title: SoundWave Programme Associate

Contract: Freelance, fixed-term 12 months

Fee: £27 per hour

Hours: Guaranteed 5 hours in term time (3:30pm-8:30pm Wednesdays). Additional hours may be available in holiday periods and for training.

Working days: Wednesday

Place of work: Knowle West Media Centre, Leinster Avenue, Bristol, BS4 1NL.

Role reporting to: SoundWave Programme Lead

Welcoming everyone

We believe our work will be stronger with greater diversity. Our goal is to be an inclusive place to work and for our team to fully reflect the communities we serve.

We welcome applications from people of all backgrounds and particularly those that are under-represented in our organisation compared to the communities we serve. This includes people who identify as working-class, Black, Asian, mixed heritage or other global majority backgrounds, transgender, non-binary, D/deaf, visually impaired, disabled or neurodivergent.

Working at KWMC

We want all KWMC employees to feel comfortable and able to be themselves at work. Our working culture is built on an ethos of collaboration, ambition, inclusivity, and care. We have a staff team of 38, working across 2 sites.

KWMC has two buildings. The Media Centre and The Factory, our digital fabrication space. The Media Centre and The Factory are wheelchair accessible throughout. There are accessible toilets and a mix of noisy and quiet spaces. There is cycle and car parking at both sites.

We work in open plan spaces with private work spaces available to book. We frequently work across teams and roles. At the Media Centre, there is a garden space which is particularly nice in the summer months. There's a good culture of

people taking lunch breaks away from desks. There are several kitchen areas and spaces where the team tend to spend their down time.

The office spaces at the Media Centre are open every day from 8am until 7.30pm Monday to Thursday and 5.30pm on a Friday. Staff are on site at various times depending on their roles. Most meetings take place between 10am and 4pm. Most meetings include an option to join online.

We have regular opportunities to come together with colleagues informally such as 'Practice Play' (a chance to experiment and play with our tech and equipment) and social events. Attending events and being part of the creative life of the organisation is part of everyone's role at KWMC.

How to apply

Please complete our online application form here: <https://tinyurl.com/NewJobAppLink>

You will be asked some basic details, to respond to the 3 questions below and to upload a CV.

1. Why do you want to work with KWMC, and in this specific role?
2. Please tell us about your experience and approach to working with young people in community settings?
3. How do you meet the skills, experience and qualities set out in the person specification? Please give specific examples – these could be from your past or current employment, unpaid projects and hobbies, learning, training, skills or general life experience.

You can answer the questions in writing or by providing a link to a video or audio clip. Written answers should be no longer than 250 words for question 1 and 2 and 750 words for question 3. Video or audio clips should be no longer than 10 minutes total in length and uploaded to an online platform that does not expire (e.g. not WeTransfer).

Please ensure your CV outlines all roles you have had, including an explanation of any gaps in employment. If you have worked in a freelance capacity, please include accurate dates of projects and any organisations this was connected to. If this leads to a longer CV than usual, that is acceptable.

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Closing date

Midnight, Monday 13 January 2025

Interviews

Interviews will be held on Wednesday 22 January 2025. We will give you at least a weeks notice if you are invited to interview. Interview questions and information about the panel will be shared at least 48 hours in advance.

Start date

We are looking for someone to start the job as soon as possible.

Offer of employment

All offers of employment are made subject to contract, satisfactory Enhanced DBS checks, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.

Contact

Please get in touch with any questions about the application process by emailing gail.bevan@kwmc.org.uk or calling 0117 903 0444. If you have any questions about the role, you can email questions to Head of Young People's Programme ellen@kwmc.org.uk

Knowle West Media Centre is supported by Bristol City Council and Arts Council England.



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