

Communications & Projects Assistant

job pack

*We're recruiting a
Communications and Projects
Assistant for two days per week
to join our small-but-dynamic
staff team*



Tŷ Cerdd | Music Wales

Music in Wales. Music of Wales.

Cerddoriaeth yng Nghymru. Cerddoriaeth o Gymru.



Who are we?

Tŷ Cerdd's place in Welsh musical life is unique. We work with music-creators at all stages of their career through artist development, with communities making music around the nation, and with a range of music organisations and networks in Wales, the UK and internationally.

In our HQ at Wales Millennium Centre we host a [recording studio](#), [publishing enterprise](#) and two record labels: [Tŷ Cerdd Records](#), and [Sionci](#), our newer artist-led imprint. And we distribute Lottery funds on behalf of Arts Council of Wales to organisations across Wales.

Communications and Projects Assistant

Contract & hours

One year contract, 15 hours per week

Open to flexible hours (*must include Tuesday morning*)

Location

Cardiff (*but postholder can work remotely from anywhere in Wales*)

Salary

£25,878 pro rata

Pension

ACRP (Arts Council Retirement Plan)

administered by Hymans Robertson

Reporting to

Head of Digital Content

Team

Working closely with the rest of the team
(in particular Head of Digital Content)

Deadline

12:00 midday, Friday 27 February

Interviews

Tuesday 10 March (Cardiff)



The role within Tŷ Cerdd

The Communications & Projects Assistant will work directly alongside our Head of Digital Content, liaising with the whole team to help us tell our story and the story of the musicians and communities we are working with. The post-holder will help shape social media messages and content, along with direct email and web copy. There will also be the opportunity to work on projects, such as artist-development pathways and workshops in our Studio.

We are a hybrid organisation, with staff working both from the office and remotely, so this role would suit someone who is comfortable working independently as well as with a team.

What can the role do for you?

Taking up the post of Communications & Projects Assistant at Tŷ Cerdd will provide the opportunity to help shape the messaging about our activity, as a regularly-funded organisation – as well as playing an active role in the broader Welsh music sector. The role will put you in contact with artists and partners across the sector, with whom we work to deliver our extensive programme of work. It's an exciting time to be joining the organisation and helping to shape our messaging to communities and partners.

At Tŷ Cerdd, we are committed to supporting the development of our staff members, and keen to provide training and opportunities to develop new skills, broaden horizons and share learning with and from others.

What are the key responsibilities of the role?

- Working with Head of Digital Content to play a part in the delivery of Tŷ Cerdd's communications and social media strategy
- Creating and collating content for social media
- Crafting social media messages and posting across platforms
- Working with the team on messaging priorities and scheduling
- Taking part in project support for work across the Tŷ Cerdd programme

Special conditions for the role

- The ability to attend team sessions and activity in Cardiff (at Tŷ Cerdd's base in WMC)
- The ability to schedule work on Tuesday mornings
- The ability to attend occasional evening and weekend events (we run a TOIL system)
- The ability to speak and write fluently in the Welsh language

Who are you?

- You are an adept communicator, familiar with social media platforms and strategy, and with experience of crafting messages and working responsively.
- You are plugged into the music scene in Wales.
- You may be early in your career...
- You are a natural team-worker with a can-do, positive approach – a born problem-solver and a diplomat, sensitive to working with people and communities with a range of requirements, needs and priorities.
- You have a keen eye for detail and proven, razor-sharp project management skills and processes to ensure you're able to prioritise appropriately, keep on top of concurrent strands of work and communicate consistently and effectively with team members.
- Your values align with Tŷ Cerdd's own [cornerstones](#), and you have a deep-rooted commitment to access and inclusion.
- You're open to being flexible and to prioritising when projects are reaching culmination, and to undertake other duties as reasonably requested.



What skills and experience do you bring?

Essential

- Communications and social media skills and experience
- Knowledge and awareness of the music scene in Wales, and of issues facing musicians
- The ability to speak and write in Welsh
- Excellent communication skills
- Strong visual and design awareness/skills
- Awareness of inclusive and accessible practice
- An understanding of Tŷ Cerdd's work
- Appreciation of the importance of the Welsh language to Tŷ Cerdd and our communities

Useful

- Knowledge of the music infrastructure in Wales
- Direct experience of music-making or of working alongside musicians
- Strong knowledge of and connections within music in Wales
- Skills/experience with Adobe software such as Photoshop, Illustrator and InDesign (or equivalent)
- Basic video-editing skills

If you feel you have just some of the required skills and experience but meet the person specification, we would still encourage you to apply; we are very open to continuing the training and development of individuals who are self-motivated to acquire new skills and knowledge relevant to the role.

In line with our commitments to our [Cornerstones](#), we are keen to receive applications from individuals who are under-represented or have faced neglect or exclusion from the arts community. We particularly welcome applications from disabled and neurodiverse people, people who are Black, Asian and from the global majority, LGBTQIA+ people, and people from lower socio-economic backgrounds.

As a [Disability Confident Committed Employer](#) we welcome discussions about how we can support you through the recruitment process. We are committed to providing employees with an inclusive, accessible and supportive working environment.

If you have any queries or would like to discuss the role in confidence, please email laila.khan@tycerdd.org either detailing your questions or to arrange a conversation.

APPLICATIONS

Upload your CV (including details of 2 referees) and a covering letter [HERE](#) detailing how you meet the role's requirements

DEADLINE

Friday 27 February, 12:00 midday

INTERVIEWS

Tuesday 10 March,

at Tŷ Cerdd's office in Wales Millennium Centre, Cardiff Bay

