



Hear Me Out

Freelance role - Band Production & Communications

- **Position:** Production & Communications Co-ordinator (freelance/contract)
- **Hours:** 42 days per year, ie average 3½ days per month (flexible)
- **Duration:** Currently this role is funded for two years
- **Start date:** As soon as possible
- **Location:** Hybrid: remote working will be normal, along with some in-person presence at office in London E1 and other locations
- **Reports to:** Artistic Director
- **Rate:** Please note the budgeted day rate for this role is £220

About Hear Me Out

[Hear Me Out](#) is a small charity that uses music-making to support people held in immigration detention centres and related facilities like asylum hotels, and to build understanding and solidarity with people in the wider community. We work with them to create and perform powerful artistic work, and convey it to new audiences through live and recorded performance. We create platforms for profound, urgent truths – from people pushed to the edges of society – to be more widely heard. Since 2019 we have been working with people after release, focusing on musical skills development, personal support, and co-creation in our programmes and organisation.

Role overview

Over the last few years we've been working with two bands of exceptional musicians who have spent time in places of detention in the UK. Both are multi-linguistic and fuse musical styles from the Middle East, Europe and Africa. The [Hear Me Out Band](#) (soon to be renamed) started as a project with people we'd met in detention centres and [The Unknowns](#) was formed by people attending our asylum hotel sessions. They've recorded [amazing tracks](#) and performed at community events and festivals, [music venues](#) and carnivals.

Now we have two years' funding from Arts Council England to help each of these bands to develop new repertoire, a distinctive sound, an independent brand and online presence, profile with promoters, and community engagement collaborations with Hear Me Out. We aim to help them transition from a 'charity project' model, to a hybrid 'charity-industry' model focused on recording, gigging/touring and making their way in the music scene. We look forward to helping them win recognitions as the superb musicians they are, reaching mainstream music audiences, influencing public attitudes and offering role models to people going through the asylum/detention system.

We're looking for someone with production and communications experience, ideally in both industry and charity contexts, to play a central role in this exciting project. Working around ½-1 day per week (42 days per year), with peaks and troughs in line with the band schedules, you'll be the go-to person for the two bands, organising and producing their gigs, building up their brand and socials, helping [get them noticed](#) and [telling their stories](#).

Key responsibilities

1. Production:
 - Organise and produce gigs, liaising with band members, promoters, venues, colleagues etc

- Organise ticket sales where needed
 - Book venues, rehearsals, transport etc
 - Book photographers, videographers, recording engineers etc
2. Communications:
- Support each band to develop its own distinctive identity and online presence
 - Produce communications content for selected channels
 - Market gigs through all suitable means, eg socials, flyers, local networks, flyers,
 - Help create content that tells stories about band members
 - Liaise with colleagues around marketing and comms
3. Wider work, with colleagues:
- Generating income to support the project
 - Organising community projects involving the bands
 - Supporting evaluation
 - Supporting co-creation in decision making

Skills & experience

We are looking for someone who has most or all of the following:

- Live event production experience
- Experience of band management
- Experience of working in charities and/or community arts organisations
- Knowledge of the music industry
- Excellent organisational skills & communication skills
- Ability to multi-task, understand and respond quickly, work independently
- The understanding and flexibility to work well with people who have been through asylum/detention – and if possible experience of work in this or other challenging contexts
- Team leadership skills
- Flexibility to vary hours and travel when needed

What we offer

- Flexible working arrangements to accommodate your other commitments and HMO's needs
- The opportunity to shape and continue to grow a new and exciting area of work
- A collaborative and supportive working relationship with the Artistic Director and team
- A role where your expertise will directly contribute to musicians' career development and HMO's social impact

If you're interested

If you have any questions or would like an informal chat about this role, please email Johanne Hudson-Lett, Artistic Director (jo@hearneoutmusic.org.uk).

If you want to apply, please email John Speyer, Director (john@hearneoutmusic.org.uk), by 1.00pm on Tuesday 26th May, with:

- Your CV (or equivalent experience summary) and any links to information about your work
- Some information about the experience you would bring and your approach to the role
- Please also confirm whether you are happy with the above day rate

If it looks like a good fit, we'll invite you to interview on Thursday 4th June, at our office (London E1).

Thank you and good luck!