**JOB DESCRIPTION**

**JOB TITLE:** Knowledge Hub and Publications Manager

**RESPONSIBLE TO:** CEO/Head of Services and Operations

**LOCATION:** Incorporated Society of Musicians (the ‘ISM’) 4/5 Inverness Mews, London, W2 3JQ

**FULL OR PART TIME:** Full Time

**SALARY:** £34,000 to £38,000 depending on experience

**Job Purpose**

Serving both the ISM membership and the broader music sector via the ISM Trust, create, manage and deliver the ISM Group’s knowledge hub across a range of platforms including digital and print. Ensure that the charitable, business and commercial objectives of the ISM Group’s knowledge hub are met across the ISM Group namely the ISM, the ISM Trust and the ISM Members Fund.

**RESPONSIBILITIES**

Working with the CEO, the SMT and the Communications Manager develop the ISM Group’s knowledge hub to include the creation of content and the delivery of publications and professional development to meet the changing needs of ISM members and the music sector as a whole. Content covers resources relating to professional development and professional advice and guidance but not marketing material. This will require strong project management skills.

Working with the SMT identify ways in which the ISM Group’s knowledge hub can generate income and be exploited commercially and work with colleagues to deliver these plans against target. This will include seeking funding for the ISM Trust to develop its work relating to the knowledge hub.

Ensure that the tone of the ISM Group’s knowledge hub (to include the creation of content, publications and professional development) is on brand, consistent, appropriate to our audiences, and is optimised for maximum impact.

Working closely with External Affairs and Marketing, maintain an in depth knowledge of the music sector, and actively seek out relevant partners and opportunities to develop and sustain the ISM Group’s knowledge hub.

Develop and deliver the professional development programme via a range of media including events, seminars, webinars and resources, to a high standard, on brand and to budget.

In conjunction with the CEO and the Communications Manager lead on the creation and production of the ISM *Music Journal*. 
Lead on the production of membership publications such as ISM Handbook and Diary including coordinating staff regarding the creation of content and managing the design process and delivery.

Manage all suppliers and partners relating to the ISM Group’s knowledge hub engaged in the creation and delivery of content, publications and professional development, ensuring an integrated and coordinated approach across other functions.

Pay an active role in the events function.

Support the CEO in the preparation of papers for the Boards of the ISM Group.

**Key Deliverables**

Development and delivery of the ISM Group’s knowledge hub to a high standard, to brand, to budget and on time.

Identify and generate income streams to support the ISM Group’s knowledge hub.

Lead on the production of membership publications such as ISM Music Journal, ISM Handbook and Diary including coordinating staff regarding the creation of content and managing the design process and delivery.

Authentic management and interpersonal skills consistent with the vision and values contained in the ISM Way.

December 2017
Person Specification – Knowledge Hub and Publications Manager

Essential:

- Degree or equivalent level of education.
- At least 5 years’ experience working in the field of publications, resources or professional development with an in depth understanding of the range of platforms available to optimise success.
- Demonstrable track record of success in previous roles with experience in strategic development and implementation.
- Very strong project management skills.
- Strong commercial awareness and track record of success in generating income.
- Experience of InDesign or other desktop applications.
- Understanding of brand and how it works.
- A strong manager, coordinator and leader and ability to work effectively in a matrix structure.
- A positive ‘can do’ attitude.
- Good team player who works well under pressure and to deadlines.
- Excellent written and oral communication skills and the ability to communicate persuasively to a wide range of audiences.
- Excellent attention to detail.
- High levels of emotional intelligence.

Desirable:

- Experience of the music or creative sector, or the charity sector or has worked in a membership organisation.

December 2017