



National Centre for Music

Recruitment Pack

Creative Producer

Key Information

JOB TITLE Creative Producer

CONTRACT Permanent

SALARY £35,000

HOURS Full-time (35 hours)

LOCATION Hybrid (at least 2 days/week from offices in central Edinburgh, until such point as we are operating the National Centre for Music as a live public venue, when requirements for in-person working will increase)

REPORTS TO Director of Partnerships

START DATE October 2026 (or sooner if possible)

BENEFITS 31 days annual leave inclusive of public holidays



SUMMARY

The National Centre for Music (NCM) is a new organisation which will take up home within and operate the iconic old Royal High School at the foot of Edinburgh's Calton Hill. Offering new mid-scale performance and rehearsal spaces, practice rooms, a recording studio, co-working and creative office space, events and conferencing facilities, a cafe and bar, and two acres of landscaped gardens – the first public city centre gardens to be opened in Edinburgh in 200 years – the centre will become an iconic destination and a place where Scotland's musical history is made.

The site is currently managed by the Royal High School Preservation Trust (RHSPT), who are leading the construction project to reawaken this significant Scottish heritage site. When the capital project is completed, the National Centre for Music will become the tenant, with operations expected to start in 2028.

Our goal is to build a world class venue where communities unite in creativity and take Scotland's music to new heights. We will devise, curate, programme and produce our own events, as well as collaborate with a range of partners – commercial and artistic; promoters and performers; local, national and international – to deliver initiatives which celebrate, strengthen and increase access to the full spectrum of Scotland's music.

We are seeking a Creative Producer to help us bring this vision to life and build the innovation, reputation and infrastructure needed to deliver success, establishing NCM as a vibrant new voice in the Scottish music sector.

This pack outlines in more detail what we anticipate this role will involve, and what we think would ensure a candidate would be able to flourish in this role. In a brand new organisation, we also appreciate there will be things we haven't thought of that you will bring to the role to make it your own.

This is a hands-on production role at the heart of a bold new arts organisation working across Scotland's music scene. You will lead end-to-end delivery across a varied programme, from performances with leading artists, to workshops with community groups, hackathons with tech startups, to wellbeing experiences in nature. This diverse programme across genres will stand as a vibrant celebration of Scotland's globally renowned music making and create innovative ways for audiences and communities to discover and engage with it. Initially working in to deliver events and activities across Scotland, the role will evolve to focus on the development and execution of a complex multi-genre performance and participation programme, as we prepare to take up residence in the reimagined Royal High School on Calton Hill in Edinburgh.

Alongside day-to-day delivery, you will contribute to shaping what the organisation and its future venue become: building supplier and partner networks, informing technical and operational planning, and helping to deliver a programme identity that is genuinely multi-genre in ambition and execution.

Taking on this role at this moment will see you become part of the founding story of a new major player in the Scottish music scene.

We recognise there are risks that come with a young organisation and we want to reassure candidates that we have secure finances, an experienced Board of Trustees, and appropriate HR, financial and governance structures and policies in place.

If you would like to speak to a member of the team prior to application, please get in touch.

ABOUT the NATIONAL CENTRE FOR MUSIC

VISION

Reawakening a spectacular Scottish heritage site, the National Centre for Music will become an energising force in Scotland's music sector, and an iconic cultural destination. Through our programmes and partnerships, Scotland's musical communities will come together, music will change peoples' lives, and Scotland will stay firmly at the forefront of global musical boldness.

MISSION

To create a nurturing and inspiring environment where Scottish musical history is made.

VALUES

Every sound counts

The explosion of different types of musical approaches, genres and passions that exist here every day is what makes us special.

Curiosity fuels our creativity

Our quest to celebrate the richness of music making in Scotland will never be exhausted – we know there is always more to discover, and we take that challenge seriously.

Join the dots

We are an active connector – bringing different musical perspectives and knowledge together in respectful exchange for everyone's benefit.

Warm and welcoming

We may look grand on the outside, but as soon as you enter, you feel at home. Our spaces all have an uplifting atmosphere, and our friendly team ensure everyone can access, enjoy and participate fully in what we have to offer.

Building for the future

We are creating an organisation that will play a significant role in Scotland's cultural trajectory. People will start to rely on us, so we prioritise long-term resilience and put sustainability (in all its meanings) at the heart of our thinking, to ensure we become an organisation fit for the future.



RESPONSIBILITIES

As a growing organisation, we anticipate that this role will evolve in response to the successful candidate's particular strengths and skills. In addition, the role will develop significantly as the organisation ramps up to opening, supported by recruitment of a growing team. However, at this stage, the key priorities will be:

Production & Delivery

- End-to-end production of live music events across a range of genres, scales and formats
- Leading logistics / production of community and outreach events, in close collaboration with our growing engagement team
- Producing a diverse range of stakeholder experiences that serve both a development and a public-facing purpose

Operations, Budgets & Compliance

- Supplier, contractor and venue relationships, building a trusted network that grows with the organisation
- Production budgets including forecasting, tracking, and reconciling
- Health and safety, licensing and risk management across all events

Strategic Contribution

- Input into the new venue's technical specification and operational planning
- Working closely with senior colleagues on the development of flagship programming series, and liaising closely with artists
- Contributing to the overall development of the National Centre for Music as major new stakeholder in the live music industry

In the pre-opening years, while this is an active production role, there will be quite a lot of 'planning' as well as delivery, as you will be part of a small core team establishing this organisation. Looking ahead, you will be part of helping to build the organisation to around 18 FTE roles organisation-wide. Your skills, experience and passion will be a contributing factor in how this role develops.



PERSON SPECIFICATION

We appreciate that everyone's career journey is different. We are looking for an experienced producer but do not require specific formal qualifications. This is a key role in establishing a track record of great execution and experiences for everyone who engages with us, and we need to see clear evidence of production ownership, as well as the practical skills required to deliver events on time, on budget and to the highest creative standard. Ultimately, we are looking for someone who can demonstrate the following capabilities and a passion for the possibilities this role represents.

Skills and Experience required for this role

- 3 to 4 years or more producing live music events including concerts, festivals, touring or venue programming, at a level where you were making decisions and working closely with artists to bring ideas to life
- A working knowledge of multiple musical genres and the confidence to move between them, with an understanding of different technical requirements, artist expectations and audience cultures
- Experience producing across different event types, including events with a community, engagement or participative dimension
- Experience producing events for recording, streaming or broadcast, with a working knowledge of the key production considerations involved in capturing live music performance
- Knowledge of and practical experience in sustainable event production, including waste, travel and supply chain impact, and an understanding of climate justice as it relates to the cultural sector
- Practical experience embedding accessibility into event planning and delivery, including physical access, sensory considerations and inclusive audience communication
- Financial rigour: able to build a budget from scratch, to track and reforecast in a dynamic environment, and to negotiate when necessary



Technical Skills

- Production scheduling and event management
- Budget management including building, tracking and reconciliation
- Technical rider reading and artist liaison across genres
- Crew and supplier contracting
- Risk assessment and health and safety compliance
- Scottish licensing frameworks, including Temporary Licences and premises licence conditions
- AV production and hybrid or livestream formats
- Venue and site management across multiple locations

The following would also be an advantage:

- Experience in a publicly funded or not-for-profit arts context, with an understanding of funder relationships and grant reporting
- Involvement in a venue opening, new organisation launch or capital project
- Touring production experience, domestic or international
- Familiarity with environmental certification or reporting frameworks relevant to events (for example, A Greener Festival or similar)
- Knowledge of venue technical infrastructure including acoustics, rigging, power and AV

The characteristics of someone we think would flourish in this role

- Someone energised by variety across genres, event types and stakeholders
- Someone who enjoys working with creative individuals, and who understands how to create the conditions for creative thinking to thrive
- Equally at ease setting up a process for the first time as following one that already exists — you won't be inheriting established systems here, you'll often be the one creating them
- A collaborative individual who can communicate effectively across a wide range of stakeholder types, including artists and management, community participants, funders and donors, and local partners
- Enthusiasm for multi-genre music programming and for contributing to a new cultural organisation from an early stage
- Someone who can hold financial rigour and creative ambition at the same time, without letting either slip
- Comfortable with significant evening and weekend working, as is standard in live events production

HOW TO APPLY

Please email hello@ncmscotland.org.uk with 'Creative Producer' as your subject header, attaching:

- a copy of your CV (this will not be reviewed unless we shortlist you)
- a covering letter of not more than two A4 pages (or a short video or audio recording of not more than 7 minutes in length), which responds to the following prompts, as well as giving us any other relevant information as to your suitability for the role:
 - Please tell us about a technically or creatively complex event / performance you have produced and your role in its execution. If there is an example that was in the very early stages of its formation when you got involved, we'd love to hear about it.
 - Please give us a sense of the diversity of work you have produced – in terms of scale of event, stakeholder needs and/or target audience.
 - What musical genres are you most comfortable working within, and which ones might you need to upskill on?
 - Please tell us about your experience producing events involving recording (for live or future distribution); what did you learn about the additional demands placed on a live event as a result having this other audience in mind?

You do not have to give individual answers to each of these points if you would rather weave them through your letter. These are just to give a guide as to what we want to understand about your approach, experience and passion.

CVs and Covering Letters will be anonymised before initial review by the shortlisting panel. As indicated above, if you do not feel comfortable sharing a written submission, we are also happy to accept video or audio recordings of a covering statement. If you choose to submit a recording, the shortlisting panel will hear your voice (and, if you submit a video, know what you look like) but will not have access to your name or personal details.

First interviews will take place on Friday 11 September and can be done online or in person. Second interviews are expected on Monday 21 September.

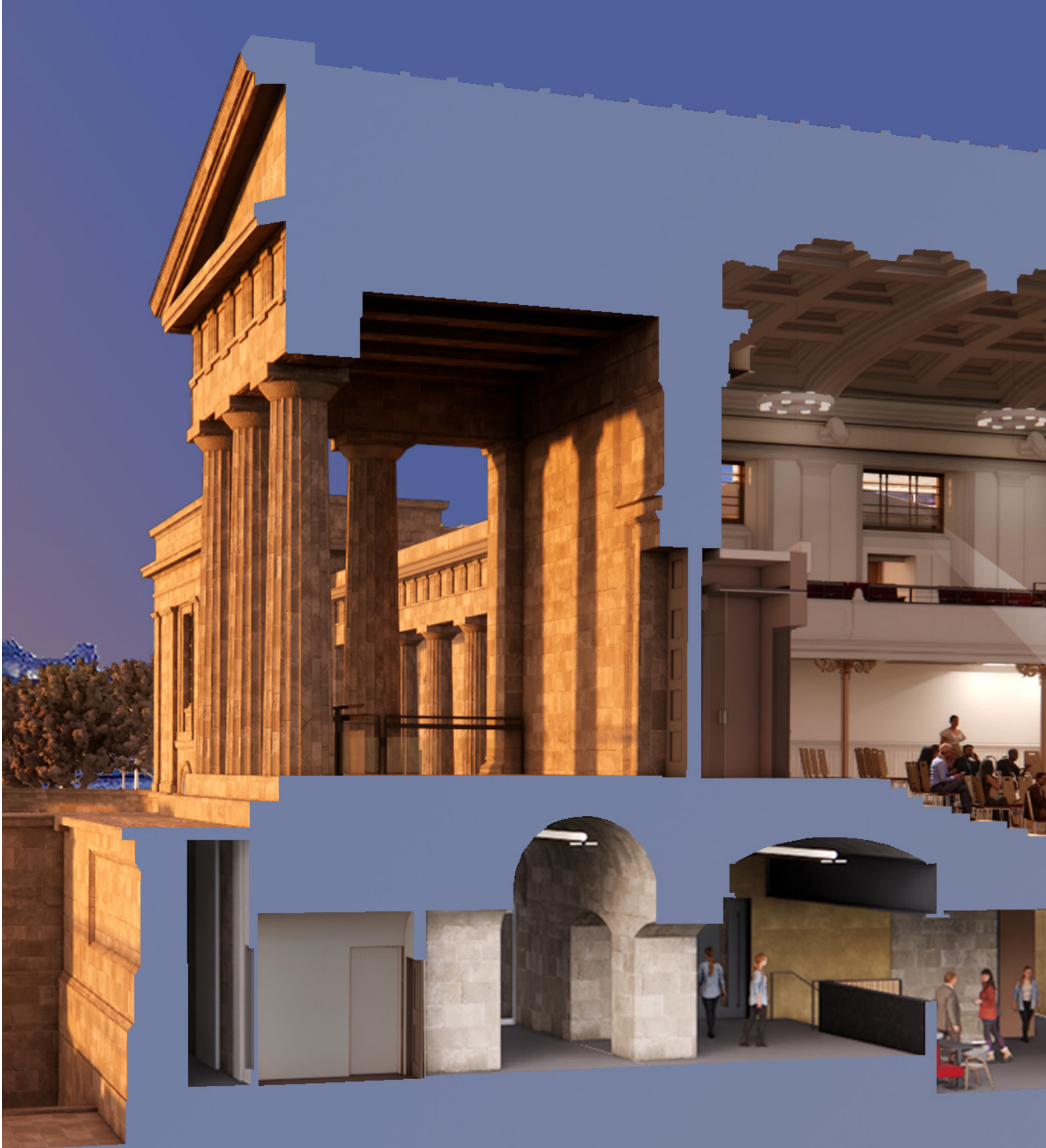
CLOSING DATE for applications: Monday 31 August, at 12 noon

For an informal conversation in advance of applying, or to ask any questions, please contact hello@ncmscotland.org.uk

EQUAL OPPORTUNITIES

We are committed to ensuring everyone has access to the same resources and opportunities in applying for this role. If you have any access requirements, or we can do anything to help you feel more supported in your application, please do not hesitate to contact us and we will make any reasonable adjustments we can.

To give everyone the best chance of demonstrating their suitability for the role, we will share the core interview questions a few days in advance of first interviews.



National Centre for Music is a charity registered in Scotland, SC052564

For a copy of our Privacy Policy, please email hello@ncmscotland.org.uk.