

Artist Development Manager (maternity cover)

job pack

We're recruiting an Artist Development Manager for 3 days per week to join our small-but-dynamic staff team, to cover our permanent staff member's maternity leave



Jessika Kay



Tŷ Cerdd
Music Wales



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.

CoDI is our ongoing artist-centred creative development programme, supporting the creation and development of music in Wales. We support music-creators in and from Wales, across all genres, styles, and career stages. Working in partnership with artists and organisations, CoDI delivers high-quality, paid and accessible creative opportunities shaped by the needs of participants.

Artist Development Manager (maternity cover)

Contract & hours

3 days (22.2 hours) per week, 9-month contract from November 2026

We are open to flexible working patterns, but hours must include Tuesday mornings.

Location

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

Salary

£29,000 pro rata

Pension

[ACRP](#) (Arts Council Retirement Plan)
administered by Hymans Robertson

Reporting to

Director

Deadline

12 noon, Monday 14 September 2026

Interviews

Tuesday 29 September 2026, Wales Millenium Centre, Cardiff Bay



Artist development within Tŷ Cerdd

We are looking for an experienced and highly organised professional to manage our artist-development delivery for 9 months (with the possibility of extension for a limited period of time).

CoDI is Tŷ Cerdd's artist-development programme, enabling and supporting composers and music-creators in Wales, cross-genre, since 2018, through paid creative development pathways, workshops, training and networking opportunities. Over eight years, we've worked to improve access to our programmes, to open our work to an ever-expanding range of musicians, and to remove barriers – adopting the slogan “if you're making music in Wales, it's Welsh music!” – and sharing best practice with partners. We've been fortunate to be supported in driving CoDI forward through project grants from our regular funders Arts Council of Wales and PRS Foundation. We're proud to be part of the PRSF UK-wide Talent Development Network and we are original signatories to Sound and Music's Fair Access Principles.

It's an exciting time to be joining the organisation and shaping programmes hand-in-hand with artists and partners. The Artist Development Manager drives the development of the CoDI programme, and has oversight and responsibility for ensuring its delivery, in collaboration with team members, artists and partner organisations.

Rooted in the themes of experimentation, the 2026/27 CoDI programme offers a welcoming space for artists to explore ideas, take creative risks, and expand their practice in new directions. Across a diversity of backgrounds, training, genres and career stages, CoDI participants are supported to develop their skills, grow their networks, and create ambitious new work and build sustainable careers.



Berkeley Ensemble

The role

The post-holder will oversee delivery of CoDI programmes that are in motion – this includes but is not limited to planning activity and work-flow with partners and lead artists, agreeing technical specifics with team members, framing artist calls and creating comms copy.

Alongside the planning and management sides of the role, building relationships with artists and partner organisations will be central – the Artist Development Manager (mat cover) will work to ensure that artists' calls reach those who will benefit from them most, developing creative and interactive methods of engagement and communication as new strands of activity develop. A key element of the role will be supporting the project managers for Bwthyn Sonig, our music-creation strand for learning-disabled artists. Across all of our work, an awareness of best practice around accessibility will be essential.

We support artists from across Wales, at various stages in their careers. We aim to support artists of all genres everything from contemporary classical, traditional music, folk, improvisation and jazz, to experimental, electronic, R&B, singer-songwriters, and cross-genre practice. Traditional Music is a new and important priority for Tŷ Cerdd, and the Artist Development Manager works closely with the Traditional Music Development Manager to ensure traditional artists are included in the CoDI programme.

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?

Working as Artist Development Manager at Tŷ Cerdd will provide the opportunity to connect directly with artists of all genres, and to shape the work of our regularly-funded organisation – as well as to play an active role in the broader Welsh music sector.

Working within an expert team, you'll have direct connection with artists and organisations from around Wales and further afield, including opportunities to represent the organisation at events and forums.

This role offers the opportunity to build experience within a small, collaborative and values-led arts organisation.



Key responsibilities

The Artist Development Manager (maternity cover) will:

- Overseeing delivery of the current CoDI strands – including direct project management and liaison across the team
- Partnership-development with organisations, communities and artists
- Collaborating with the Traditional Music Development Manager to ensure traditional music is part of the CoDI programme
- Engaging in CoDI planning processes with Tŷ Cerdd staff
- Managing and monitoring budgets, in conjunction with the finance team
- Planning and delivering evaluation of activities
- Collating information, keeping records of projects, writing reports for funders
- Working with the Head of Recording & Production on the Sionci imprint for artist development and upcoming/ in-progress releases related to the CoDI Programme
- Working with the Director to frame fundraising proposals

Special conditions for the role

- The ability to attend team sessions and activity in Cardiff when required, including programmed CoDI workshops
- The ability to schedule work on Tuesday mornings
- The ability to attend occasional evening and weekend meetings or events (we run a Time off in Lieu [TOIL] system)





Patrick Rimes and Angharad Jenkins

Who are you?

- You are an experienced professional, passionate about working with artists and enabling them to develop their skills and careers, and familiar with the priorities, needs and challenges faced by music-creators/composers today.
- You are plugged into the music scene, across a range of genres, particularly in Wales – you may even be an artist yourself...
- You have an informed awareness of a broad range of musical genres and styles and the opportunities, challenges and logistics associated with them.
- 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 other team members.
- You are comfortable taking responsibility for your area of work, and both confident and generous when working on collaborative projects.
- Your values align with Tŷ Cerdd's own [Cornerstones](#), and you have a deep-rooted commitment to access and inclusion which is reflected in your work and approach.
- You are a creative thinker, experienced and confident at consulting with artists and prioritised communities, and co-designing activity hand-in-hand with participants and partners.
- 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

- Proven project management skills and experience
- Significant knowledge of issues facing artist/music creators
- Experience of managing budgets, and processes for monitoring expenditure and income
- Excellent communication skills
- Understanding and experience of working with artists and communities, including running evaluation
- Appreciation of the importance of the Welsh language to Tŷ Cerdd our artists and communities

Useful

- Experience of working in artist-development
- Direct experience of music-making yourself, or of working alongside musicians
- Professional and nuanced knowledge of different musical genres and disciplines, in particular contemporary classical practice, music production and experimental approaches
- A track record of developing creative programmes in music
- Strong knowledge of and connections within music in Wales
- Line-management experience
- The ability to speak and write in Welsh
- An understanding of, and interest in, the work of Tŷ Cerdd

Equality, diversity and inclusion

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. Our work is informed by our commitments to our [Cornerstones](#) and to Sound and Music's [Fair Access Principles](#).

At Tŷ Cerdd, we follow the social model of disability – recognising that barriers exist in environments, and societal structures, not in people themselves. 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.

Further information

If you have any queries or would like to discuss the role in confidence, please contact deborah.keyser@tycerdd.org

How to apply

Applications

Upload your CV (including details of 2 referees) and a covering letter here detailing how you meet the role's requirements.

Deadline

1200 midday Monday 14 September. Candidates invited to interview will be informed by Monday 21 September.

Interviews

Tuesday 29 September at Tŷ Cerdd's office in Wales Millennium Centre, Cardiff Bay

Questions will be provided in advance to those invited to interview.

Guidance for your covering letter

Please use your covering letter to explain clearly how your skills and experience meet the requirements of the role. We recommend structuring your letter around the criteria listed in the **Essential** and **Useful** sections of **What skills and experience do you bring?** You may find it helpful to use these as headings as we consider these criteria when reviewing applications.

We are interested in your own experience, examples and reflections. You are welcome to use tools such as spelling or grammar checkers, and we understand that AI tools can help you organise your thoughts, but we encourage you to ensure that your application is written in your own words and reflects your own experience and voice.

Applications that give clear, specific examples of what you have done and how this relates to the role are likely to be the most helpful to us.

