

Music Broth Project Coordinator Information

Thank you for your interest in becoming a Project Coordinator at Music Broth.

Music Broth is a Scottish Charitable Incorporated Organisation (SC048299). Our aim is to make music accessible to all through a vibrant, positive musical community, where everyone's voice can be heard, and where people feel empowered in musical creativity and activities, ensuring all are continually welcomed and included. We divert musical instrument and equipment waste from landfill through our community musical instrument library and associated skills in repair, restoration, upcycling or repurposing.

Our library currently holds over 4000 items, supporting our community, workshops, tuition, volunteering, gigs and events. We support over 2000 people annually. We have over 500 regular members and work with over 40 partner organisations across Scotland. We are Glasgow-based but provide Scotland-wide support.

We are looking for individuals who can put their skills, knowledge and experience to use to the benefit of our Music Broth community and organisation, and who have the capacity, potential, and commitment to succeed in the role.

About the Role

The Project Coordinator supports:

- Day-to-day library activity
- Member and volunteer engagement
- Workshop and project coordination
- Communication with tutors and partners
- Delivery of inclusive, accessible activity

Working Arrangement

- Freelance contract
- Approx. 10 months May 2026 – Feb 2027, 880 hours total
- Flexible working pattern
- Some evening/weekend work may be required

Fees

£18.50/hour

£16,280 total

Monthly invoicing

Inclusion

We welcome applications from people of all backgrounds and experiences. If you have access needs, please get in touch.

Apply

Our Music Broth Project Coordinator Application Form should be completed online.

If you have any questions, accessibility needs, or would like to discuss this opportunity before completing your form, please contact board@musicbroth.org

Thank you again, and we look forward to hearing from you.

Music Broth Project Coordinator Application Form

Please note: This text version is shown for reference only, please complete the online form at <https://broth.link/ProjCoordApply>

Please contact board@musicbroth.org if you have any questions or accessibility needs.

Your details

Full name	
E-mail	
Telephone	

Personal history and experience

In each section, please give examples wherever possible to support your application.

1. Tell us why you're interested in this role and working with Music Broth. What appeals to you about this opportunity? (Max 300 words) Please include links regarding your experience as applicable, e.g. CV, Linked In, your website.
2. Please tell us about any relevant experience you have in: working with people / communities coordinating projects, events or activities supporting volunteers or participants (Max 400 words)
3. This role involves managing multiple tasks, people and priorities. Can you give an example of how you've organised or coordinated something successfully? (Max 300 words)
4. Music Broth aims to make music accessible to all. What does this mean to you, and how would you support this in your work? (Max 250 words)
5. This role is approx. 20 hours per week (flexible). Please confirm your availability from May 2026 – February 2027, and note any constraints. (Max 200 words)
6. Please add anything else you would like us to consider (Max 200 words)
7. If shortlisted, I am available for interview during the week beginning 20 April 2026 (max. 45mins, online) (Please tick to confirm)
 I confirm I have availability within these dates
8. If you wish you can upload any supporting documents. This is not required - max 10mb (Max number of files: 3, Allowed file types: png, gif, doc, odt, jpg, jpeg, pdf, png, heic, txt, docx, zip)

Declaration

I declare that (please tick each item or click on the relevant box):

- I consent for my data to be held and processed by Music Broth as governed by the Data Protection Act 2018 the General Data Protection Regulation 2016/679 (the "GDPR")
- I agree to Music Broth privacy policy which can be found at broth.link/GDPR

Please initial to confirm your submission

Thank you for applying to be a Music Broth Project Coordinator, we will respond in due course.