



ASSISTANT MUSIC LEADER & MUSIC PROJECT MANAGER

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SCHEME

This is an exciting opportunity to be part of a high-profile arts organisation that runs a wide range of creative music programmes with young people. You will work both as part of the practical music delivery team and as part of the project and event management team.

This is a great opportunity to experience what it's like working in a busy arts organisation as well as learn how to set up, manage and deliver artistic programmes (particularly for young people and youth-led work).



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Kickstart is a £2 billion fund that is supporting the creation of high quality 6-month work placements aimed at those aged 16-24 who are on Universal Credit.

The role B Sharp has created aims to give young people the chance to build their confidence and skills in the creative workplace, and to improve their chances of going on to find long-term, sustainable work within the creative industries.

WWW.BSHARP.ORG.UK



JOB DESCRIPTION

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To support B Sharp's programme under the guidance of the CEO/Artistic Director

- **Attending music workshops and activities and assisting the CEO/Artistic Director with project and event management tasks**
- **Supporting professional music leaders to lead music projects with young people in a trainee music leader role**
- **Assisting on arts administration tasks and activity marketing campaigns, creating content, writing direct mail letters, press releases, e-bulletins, newsletters, e-mails and other copy as requested by the CEO/Artistic Director.**
- **Undertaking social media campaigns under the guidance of the CEO/Artistic Director**

Number of hours per week 25

Working pattern and contracted hours (including any shift patterns) Flexible – can be spilt over three to five days
Some evening and weekend work may be required

Hourly rate of pay - Real Living Wage - £9.50

This position is paid above the national living wage hourly rate and would suit a recent graduate looking to develop a career in the arts, this is a fantastic opportunity to experience working in a busy arts organisation with a national reputation. A can-do attitude is essential as is the ability to work well under pressure.

The placement is 6 months.



ESSENTIAL SKILLS, EXPERIENCE & QUALIFICATIONS

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This role is suitable for someone who is interested in a career in the creative industries and who is looking to learn about music leadership, arts and events administration, project management and project marketing.

Essential personal qualities and attitudes:

- organised and punctual
- passionate about music
- interested in engaging young people in music making
- outgoing and communicative
- flexible, adaptable, able to work independently
- an inclusive attitude, with a good awareness of diversity and equality

Essential personal skills:

- good communication skills and literacy skills

Desirable Skills:

- competent with word processing and databases
- driving licence
- some experience of taking part in or leading creative activities with young people





DETAILS OF EMPLOYABILITY SUPPORT (TRAINING OPPORTUNITIES & MENTORING)

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B Sharp is committed to making this arts industry placement practical and useful to the Kickstart employee enabling them to build a useful set of transferable skills.

Ongoing support will be given throughout placement with:

- **Drawing up a personalised 'development plan' to decide on training and learning needs**
- **weekly check ins with CEO/Artistic Director to monitor development plan, and for mentoring**
- **support with CV writing, interview experience, goal setting, job searches**
- **assisting with networking, and building industry links**

We will adapt the support offer to each placement based on their skills, confidence and performance, and we will signpost and support a tailored training programme as needed by the individual.





HOW TO APPLY ...

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To apply for this role you need to be referred via your job coach at DWP and have an ID Introduction code, without this we will not be able to take your application any further. Once you have been referred you will need to send your CV, and covering letter/video/audio recording to info@bsharp.org.uk

Eligibility - Universal Credit (UC) eligibility states candidates can still be eligible for Universal Credit if they earn up to £515 per month (e.g. through a zero hours contract or other work) or £293 per month if getting help with housing costs. This is called a 'work allowance'. Candidates may also be eligible if caring for a child, an other person, or are pregnant, - and if candidates are over 18 they can be in education too. Candidates can also be aged 16-17 and eligible under these criteria if they don't have parental support and are not under the care of the local authority. The full eligibility criteria are here <https://www.gov.uk/universal-credit/eligibility>

We have the opportunity for you to ask any questions by emailing info@bsharp.org.uk or by calling 07947 334 138

When you are ready to apply, email us at info@bsharp.org.uk with:

1. A copy of your CV
2. A separate letter (no more than 2 sides of A4 total) or a video or audio recording of no more than 10 minutes long, telling us why you want the job and what skills you have.

Closing date for applications 19th November 2021

B Sharp is committed to equality and strives to create a diverse and inclusive working environment that reflects the diversity of the UK population. Our recruitment process is open to all but we particularly wish to encourage applicants from backgrounds that are currently under-represented within the sector as well as our organisation. We value the positive impact that increased diversity will bring to our organisation.