



Job Description

Post Title	University Music Intern - 54196
Organisation Advertising Description	Languages, Cultures, Art History and Music School of Languages, Cultures, Art History and Music
Grade & Salary	Band 200
Duration of Post	7 Months

Job summary

The post holder provides administrative support for University Music and concerts as part of the Music Department's University Music and Concerts Team and will report directly to the Head of University Music and Concerts. The post holder should provide administrative support for any activity which enhances musical activity in the university which is managed either by the Department of Music or by the University Music Society. The role involves extensive liaison with other members of the University Music and Concerts Team, academic staff, and especially the Orchestral Projects and Planning Officer and the Choral Music Coordinator. The post holder will work with the Committee of the University Music Society and with student ensemble managers to ensure the delivery of scheduled activities and performances.

The post holder will work from 1 September to 31 March, i.e. 7 months. During this period it is anticipated that the post holder would be employed on a 4 days a week for a total of 26 hours, although as working hours would often be irregular and unevenly spread, it is expected that time in lieu would be taken at various times. The salary will be pro-rata.

Main duties

- **Events:** To provide support as part of the University Music and Concert Team to all University Music Activities, including annual recruitment days, Open Days, at public performances throughout Autumn and Spring term. Duties may include Duty Management, box office, back stage duties and stage management, page turning and facilitating equipment moves.
- **Ensemble support:** The post holder will be the first point of contact for ensembles that are not auditioned, this will be undertaken with the guidance of the Orchestra Projects and Planning Officer and Choral Music Coordinator, and they will work with the relevant Music Society Committee members to facilitate rehearsals and ensure the smooth start to each term. (Specific ensembles include Brass Band, Wind Band, Gamelan Ensemble, and Saxophone Choir, and choral ensembles when required).
- **Facilities:** Checks equipment (e.g. stands, piano stools, percussion instruments) on a weekly basis (i.e. presence and need for maintenance/repair). Maintains instrument

store rooms – contacting students with any issues that arise. Check all practice rooms for general issues and to ensure they are being used appropriately.

- **General:** The post holder will assist the University Music Administrator and Choral Music Coordinator to deliver University Music activities. Specific assistance will be given with regard to music and folder preparation at the start of each term and the collecting and returning of music to their original source. The post holder will assist with the delivery of auditions week in the first week of the autumn term. They may be asked to support the marketing output of the team with the distribution of print materials.

Required Knowledge, Skills, Qualifications, Experience

Essential:

Undergraduate or postgraduate degree in Music or practical experience in an appropriate music based environment.

Literacy/numeracy – GCSE English and Maths or equivalent

Demonstrable knowledge of, and interest in, Music

Demonstrable interest in, and enthusiasm for, event delivery

Demonstrable interest in working with students

Good public speaking and presentation skills

Excellent communication skills, both written and oral

Excellent organisational and administrative skills with attention to detail

Ability to work as part of a team

Ability to work quickly and accurately under pressure

Willingness to work some weekends and evenings

Desirable:

Proficiency with Microsoft Office packages (Outlook, Word, Excel and PowerPoint) and social media channels

Flexible working is required. The post holder will be required to work evenings and weekends as required. The standard hours of work would be as follows. In addition the post holder must be able to manage the need to work in two locations (Barber Institute and Bramall Music Building).