

Sound and Music

Education and Communications Intern Job Description

1. About this role:

Sound and Music is the national charity for new music, with international links. We are unique in having a UK-wide remit for the development of new music which we do through artist development, audience engagement and a thriving, diverse and growing education programme, delivering high quality projects of national and strategic importance.

Sound and Music is offering an internship which is designed to provide a stepping stone into the arts and music industry. It is not suitable for people who have already gained experience in this field.

The internship will suit an individual with a passion for music and learning, communication and coordinating arts events, with some administrative and digital skills to help us to deliver activities and fulfil our ambitions.

You will sit within the education team and work across the Education and Audience Engagement programmes, which involves supporting projects, helping with communications, insight gathering, doing research and general administration.

As a small organisation with fewer than 20 employees, you will gain valuable insight into how the organisation operates and get a chance to participate in and observe closely how different strands of the organisation (for example, artist development and fundraising), come together to work towards the same goal of maximising the opportunities for people to create and enjoy new music.

This is a great opportunity for anyone who is interested in working in arts learning, in a charity or an arts organisation, to gain significant experience and skills. Now restrictions have been removed, Sound and Music have adapted to a hybrid model of working. There is an expectation on staff to attend set 'in person' days at our offices. These are arranged and agreed by Senior Management to fit their team's needs.

Sound and Music has a supportive ethos and we will support the Intern to work in an environment they are comfortable with, including working remotely if this is desired or necessary; we will endeavor to work with the Intern so they can have a positive experience working with the whole team.

- **Duration of internship:** 6 months
- **Probation period:** 1 month.

- **Line management/supervision:** Weekly 1-2-1s with the Head of Education
- **Hours:** 4 days/week (this could be flexible depending on the circumstances of the selected applicant), 7 ½ hours/day excluding 1 hour for lunch. The holiday allowance is (6.5 days if 3 days/week, 9 days if 4 days/week) plus bank holidays
- **Pay:** National Living Wage or National Minimum Wage (age dependent)

2. Key dates:

- **Deadline for applications:** Noon, Wednesday 20th April 2022
- **Date for interviews:** w/c 25th April 2022 (27th/29th)
- **Start date for internship:** As soon as possible: to be mutually agreed with the selected intern

3. Outline of responsibilities:

The internship will support the Education and Audience engagement work of Sound and Music, working with the Head of Education and wider team members on general administration duties and our programmes and activities.

During the internship, you can expect to be involved in a range of work including:

- Support during the delivery of the Summer School for young composers and creative musicians
- Support for the creation of content for Minute of Listening
- Co-ordinating information for a new online database of educational opportunities
- Updating content on our various public-facing platforms, including increasing the visibility of our ongoing projects.
- Managing and scheduling content on social media
- Organising data and fact-checking
- Support on the development of the internal content calendar
- Supporting on the development of the department's new digital filing systems

4. Experience, Skills and attributes:

Sound and Music is looking for a person with the following attributes, skills and experience:

Experience: paid or voluntary

- Experience of working with children/young people
- Experience of working with music, sound or art
- Experience of using and engaging with audiences on digital platforms (eg websites or social media including TikTok)

Skills:

- Excellent written and spoken English
- Strong attention to detail
- Skilled communicator with a range of people including young people, their parents, and professional composers, musicians or artists
- Ability to deal with conflicting priorities

Attributes:

- Ability to be organised and methodical in their work
- Commitment to working with and supporting people, including young people, from diverse backgrounds and with a range of support needs
- A team player with an enquiring mind
- Reliable and punctual

The role is subject to an Enhanced Disclosure and Barring Service (DBS) which will be paid for by Sound and Music.

Special conditions of the post

- Attendance at Sound and Music's Summer School, a 7-day residential course held in early August (time off in lieu is taken afterwards)
- Travel within the UK, as required by the role
- Evening and weekend working to attend and network at events will be required (time off in lieu is taken afterwards)
- Satisfactory completion of an enhanced Disclosure and Barring Service check (if offered the role, and paid for by Sound and Music)

Selection Criteria

Applicants will be shortlisted and selected for interview on the basis of the following essential criteria:

- A passion for Sound and Music's vision and mission, and belief in the value and benefits to young people of creating their own music
- Paid or unpaid experience of delivering work in music education
- Excellent organisational and prioritisation skills, attention to detail, and ability to work with a high degree of accuracy
- Concise and clear communicator to diverse audiences
- Ability to work on your own initiative as well as collaboratively as part of a team, with a positive attitude towards work and tasks
- A commitment to Youth Voice
- Computer literate with confidence in using MS office applications, digital platforms, e-communications and social media
- Demonstrable commitment to equality, diversity and inclusion

Your application will be scored against these criteria and the highest scoring applications will be invited to interview. However, we recognise that many people have faced barriers to opportunity and experience due to racism, being disabled and/or neurodiverse or for socio-economic reasons. If this applies to you then there is a voluntary question in the application form for you to disclose this information, and if you meet the essential criteria then you will be invited to interview.

The selection panel will not see your personal details unless you are invited to interview.

