



Job Description: Youth and Communities intern

Works with the Director, General Manager, Audience/Participation Development and Marketing Manager and Administrator/Bookkeeper.

Summary:

The Youth and Communities intern will ensure that all community and youth participation activities run smoothly and successfully with the support and collaboration of the Director and General Manager. These events include our Get Creative programme for primary and secondary aged children/young people (including a 3-day composition course), schools workshops and collaborations with community music groups Any Enemy and Con Anima.

Tasks:

- Plan and manage education activities, performances, workshops and other associated activity to deliver the communities and participation programme with the support of the General Manager.
- Recruit creative arts practitioners to deliver projects, and monitor and evaluate their activities to ensure they are successfully delivering the project.
- Contact and coordinate with schools to deliver activity.
- Attend meetings relevant to participative music making locally.
- Take part in leading workshops where appropriate.
- Liaise with the Audience/Participation Development and Marketing Manager to widen and increase participation and ensure relevant marketing materials are produced and distributed for communities and participation activities, that relevant social media activity takes place and that there is effective external communication with the press and public.
- With the support of the General Manager, collect and analyse monitoring and evaluation data to ensure the programmes' stability and continued development and complete all necessary reports.
- Manage the programme budget in collaboration with the Director and contribute to the research and applications for funding to support the programme.
- Ensure that the organisation complies with best practice through supporting and promoting all organisation policy, with specific attention to the Safeguarding, EDI, Fairwork and Health and Safety policies.

Person specification

Essential

- Interest and understanding of contemporary classical music.
- An interest in community and participation events, with some experience in a community development setting.
- Organisational experience, even within a pupil or student setting.
- Good local knowledge of the NE and the NE classical music scene.
- Good communication skills.
- An ability to remain cheerful and efficient under pressure.
- A commitment to equity, diversity and inclusion
- IT skills (Microsoft Excel, Word, Outlook, social media...).
- Ability to work independently as well as part of the team
- Willing to work occasional weekends and evenings.



Desirable

- A degree in music.
- Knowledge and understanding of **sound** as an organisation.
- Some experience or understanding of budgets.
- Workshop leading experience.

Terms and Conditions

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| Working days/hours | This post is a 0.4 post, i.e., 14 hours a week. Because of the nature of the work (some weeks are busier than others), we expect these hours to be divided over the 12-month period as needed. In order to keep track of hours worked, a time sheet will need to be kept and submitted. There may be a small amount of over-time available. |
| Place of work | Hybrid working with a mix of working from home and on-site. |
| Expenses | Accommodation and travel during the delivery of activities will be covered by sound . |
| Contract type | Temporary fixed term contract |
| Salary | £22,932 pro rata |
| Pension Scheme | sound will comply with employer pension duties in accordance with the Part 1 of the Pension Act 2008, as amended or replaced from time to time |
| Inclusion | We use positive action under the section 159 of the Equality Act in relation to disability or race. This means that if we have two candidates of equal merit in our process, we will seek to take forward the D/deaf, disabled, Black, Asian or ethnically diverse candidate in order to further diversify our staff team. |