

## **Freelance Music Administration Assistant – Project Brief**

Bristol Beacon's Creative Learning and Engagement (CLE) team, run weekend and evening Music Centres across the city, offering young people the chance to play and perform together. The Centres are held at locations across Bristol, timings below are session times, and the Administration Assistant will need to arrive at the music centre at least 30 minutes before the first session, in time to welcome the first child, and leave when the session is complete, and the last child has been collected.

Current Music Centre sessions timetable. (These sessions may be subject to change, there is no guarantee of work, and you may be offered work at any of the Music Centres):

### **Bristol Centre for Musicians**

*Bristol Cathedral Choir School, College Square, BS1 5TS*

**Saturdays 9.30am – 12.30pm**

### **Bristol Music Centre, West**

*Southmead Centre, Stanton Road, Southmead, BS10 5SJ*

**Saturdays 9.30am – 11.30am**

**Monday – Thursday 3.30-7.30pm**

**And at other times by arrangement**

### **Bristol Choral Centre**

*Southmead Centre, Stanton Road, Southmead, BS10 5SJ*

**Fridays 4.00pm – 6.30pm**

### **Popular Music Centre**

*Central venue tbc*

**Thursday 5.00-8.00pm**

### **Scope of Work:**

Freelance Music Administration Assistants are responsible for implementing administration processes, supporting the Music Centre Practitioners and to provide a reception, registration and signposting service at the designated Music Centre. This will include:

- Ensuring all young people sign in and out at the start/end of each session.
- Monitoring entry and exit of the building to ensure only authorised people enter the premises.
- Liaising with the Music Centre Co-ordinator to ensure that a weekly register is available.

- Liaising with the Music Centre Co-ordinator and ensemble leaders to ensure that all administrative matters are up to date.
- Ensure Music Centre staff have registers for sectionals, and collect this at the end of each session. These must be logged on SpeedAdmin and sent back to the Southmead centre, each week.
- Liaising with the Music Centre Coordinator regarding all music centre matters, such as parent enquiries.
- Assisting with programmed performances and open days.
- Liaising with the CLE team to ensure that up to date contact details are held for every young person/their parents participating at a Music Centre and that these are held securely and destroyed as necessary.
- Assist with the management of participants during breaks.
- Liaise with the CLE team to ensure all young people are enrolled in the various ensembles and, where necessary, pass information from CLE to parents regarding outstanding payment.
- Ensure information regarding concerts and other Music Centre events is passed on to young people/parents.
- Be an appointed First Aider, and ensure adequate first aid materials are available on site (training will be provided).
- Working with other admin assistants, ensure all Music Centre staff are aware of fire evacuation procedures, and liaise with the School or setting to arrange fire drills.
- Ensure all participants are collected at the end of the sessions, and contact parents where this is not the case.
- Promote other CLE events through the distribution of leaflets and other marketing material.
- To provide occasional ad-hoc additional support such as exam stewarding, page turning if available and required.
- To provide ad-hoc support with concerts, including stewarding and admin support in relation to concerts.
- Adherence to the Bristol Beacon Code of Conduct.
- Adhere to Bristol Beacon Safeguarding measures and procedures in line with the Bristol Beacon Safeguarding Policy and Handbook (training will be provided).
- The Music Administration Assistant may have to open and close the building at the designated Music Centre.
- At the Bristol Music Centre West, the Music Administration Assistant may be responsible for locking and alarming the building at the end of the session.

Essential Criteria for the Music Administration Assistant role:

- Experience of working with children and young people
- An up to date enhanced DBS check
- Recent Child Protection training is desirable, but not essential, training can be provided
- To be on the Register of Freelance Music Practitioners (if you are an existing Freelance Music Practitioner).
- An interest in and experience of music education.

## **Background Information:**

### Bristol Beacon

Bristol Music Trust was established in 2011 to run the South West's largest concert venue, **Bristol Beacon**, and promote musical excellence, creative learning, and engagement. We announced a change of name in September 2020 from Colston Hall to Bristol Beacon – a symbol of hope and community, a focal point for music and a place of welcome, warmth and light.

Bristol Beacon has been part of Bristol's cultural heritage for 150 years, hosting some of the world's greatest musicians from The Berlin Philharmonic Orchestra to The Beatles and Rachmaninov. Our vision is to unite people through the joy of live music. We achieve this through a diverse programme of inspirational musical experiences, which offers something for everybody and encompasses music of all genres including classical, jazz, folk, world, rock, and pop, as well as local choirs, orchestras, and schools.

In 2018, we embarked on a major capital transformation to create a world-class concert hall for the region that is the most inclusive in the UK. Prior to transformation, our artistic programme had grown to 450 events and six major festivals, attracting 300,000 visitors per year. Our visitors come from across the UK and abroad with 65% from Bristol. Throughout the refurbishment, we have established a programme of 200 concerts per year in interesting locations, which has maintained crucial engagement with audiences and artists, targeting hard-to-reach groups and disadvantaged areas.

As an organisation increasing in national importance, we have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music-Education-Hub for Bristol, we deliver the National-Plan-for-Music-Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led Transformation Promise programme, in partnership with The National Foundation for Youth Music and Paul Hamlyn Foundation, works with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

We are showing further sector leadership through our sustainability commitment to become the first carbon neutral concert hall in the UK.

We achieve all of this through the work of our vibrant and dedicated staff team. We aspire to reflect the city of Bristol and its people and value individual difference.

### **Creative Learning & Engagement**

Creative Learning & Engagement (CLE) is responsible for four areas of work: The National Centre for Inclusive Excellence, Artist Development, Community Engagement, and Bristol Plays Music (Bristol's music education hub).

Now in its seventh year, Bristol Plays Music has made significant progress toward achieving its vision of making Bristol the 'UK Capital of Young People's Music'. Our award-winning education programme for young people now works with and reaches Bristolians of all ages and all backgrounds.

At the heart of our work is great music making and learning. Our programme sets out to encourage participation, engender a sense of civic pride and instil a lifelong love of musical culture. With three prestigious awards in two years from the Music Education Council (MEC) and Music Teacher Awards for Excellence, including winning the Major Prize for best music education hub, our work is gaining national recognition.

Over the next four years, as the transformation of the Hall comes into focus, a sharper vision for learning and engagement will be required; one that underpins the Trusts revised strategic priorities and engages all the communities of Greater Bristol and beyond. Looking ahead, CLE will work in close partnership with the Programme team to further integrate education and engagement activities into the creative output of the Hall – maximising the opportunities made possible through a world-class live music programme.