



## Brighton Early Music Festival

### Festival Trainee Scheme Opportunities: July to November 2017

Brighton Early Music Festival (BREMFM) is seeking at least two Festival Trainees for the 2017 Festival.

#### The Festival's commitment to our Festival Trainees

BREMFM Festival Trainee positions provide valuable hands on experience in assisting with the smooth running of one of the South East's most prestigious classical music festivals. We provide you with training and support with your CV and job applications, including references for job applications. As competition in the arts is fierce in the current climate, we hope that this will provide vital support in your search for a role in arts administration. Previous Festival Trainees have gone on to secure jobs with Spitalfields Music, Southbank Sinfonia, Orchestra of the Age of Enlightenment, the Concordia Foundation, the Academy of Ancient Music, Glyndebourne and IMG Artists.

*"The BREMFM Traineeship scheme has literally changed my life. During the internship, I was able to work alongside some of the most experienced practitioners within this field to develop my skills in arts administration, events management, marketing and publicity.... I was lucky enough to forge a completely new career within the arts as a direct result of working with BREMFM."*

**Rachel Taylor, 2014 Festival Trainee now working for the Carousel Singers**

Festival Trainee positions are volunteer positions and are not paid. The Festival will cover any reasonable travel costs during your placement and also the costs of one meal (up to £8) when you are needed for both a lunchtime and evening concert on the same day during the festival. In order to claim these expenses you will need to provide the Festival with receipts.

#### Your commitment to us

In return, the Festival gains valuable additional support at the busiest time of the year. Festival Trainees need to be able to commit to:

- Setting aside an average of **10-15 hours a week from home from July or August to mid November 2017** to undertake admin work. You also need to have ready access to a computer for this element of the work. The time can be daytime or evening or weekend, to suit you and to fit around your other commitments;
- **Being available for at least 8 events during the Festival** (mostly Fridays, Saturdays and Sundays from **27<sup>th</sup> October to 12<sup>th</sup> November 2017**). There are also some dates in the run up to the Festival in September and October which are part of our public workshop and outreach programmes which you could be involved in if you wish. Once you are accepted on to the Festival Trainee scheme we will agree dates with you.
- **Extra Opportunity** - If you are based in or near London, we can also offer you the opportunity to gain experience volunteering with **Stroud Green Festival** which takes place in June and is run by Clare Norburn, one of BREMFM's co-artistic directors.

### **About Brighton Early Music Festival**

Brighton Early Music Festival has grown since its formation in 2003 into one of the largest classical music presences and profiles in the region. We punch above our weight, attracting national press reviews and **BBC Radio 3 broadcasts** and programming innovative concerts that engage a diverse audience.

We are the second largest early music event in the UK and are seen as a leading force in the early music world:

*“arguably the best showcase of early music in the country”*, Classical Music / Early Music  
Today, December 2012

We promote an annual autumn festival with over 20 events which celebrates the music of the past. 2017 is our 15<sup>th</sup> Festival and our theme is Roots: Discovering the Tangled Origins of Classical Music.

Our autumn festival in Brighton is central to what we do but we are more than just a Festival: much of our wider education and community programme takes place all year round, making our impact deeper and more meaningful. Year round we:

- reach at least 1500 young people through our school programme
- run 3 vocal ensembles (from complete beginners to outstanding amateurs)
- provide training, mentoring and performance opportunities for young professional ensembles.

More than 80 volunteers are involved in running the Festival. We are a forward-thinking organisation that is currently growing and thriving, despite the challenges of the current climate. We generally attract an audience of around 4000 people across all our Festival events, including people who have never experienced live classical music before. Our mission is to provide the widest possible access to excellent early music performances.

Get a sense of the Festival at:

[www.bremf.org.uk](http://www.bremf.org.uk)

[www.facebook.com/brightonearlymusic](https://www.facebook.com/brightonearlymusic)

[www.twitter.com/bremf](https://www.twitter.com/bremf)

[www.instagram.com/brightonemf](https://www.instagram.com/brightonemf)

[www.flickr.com/photos/bremf12](https://www.flickr.com/photos/bremf12)

[www.youtube.com/user/Brightonemf](https://www.youtube.com/user/Brightonemf)

### **The Festival Trainee Scheme**

For the purposes of the Festival Trainee scheme the BREMF core team is made up of

**Co-artistic directors - Clare Norburn and Deborah Roberts**

**Festival Producer - Cathy Boyes**

**Concerts Manager - Yvonne Eddy**

**Publicity Officer - Jenny Clemens**

Festival Trainees will receive training and their work will be overseen by one of these core staff members.

Once you are accepted onto the trainee scheme we will invite you to an induction day and ask you to indicate your interest in a list of tasks before agreeing a schedule of work with you for your 10-15 hours per week. This will include a wide range of tasks from all sections of the following:

### **Marketing:**

- updating BREMF's Facebook status, adding events and inviting followers on Facebook
- Tweeting and interacting with other arts organisations on Twitter
- Writing elements of copy for e-newsletters
- updating websites that list concerts with details of our events;
- Undertaking specific marketing activity to target younger/alternative venues/events, including advising where specific print is necessary and liaising with appropriate venues not covered by the wider marketing drive
- Organising advertisement in kind swaps (not paid for) with partner organisations - ie managing details of copy needed for ads going into partners' publications and liaising with designer to deadline and ensuring we receive copy for ads in BREMF programmes.
- other specific targeted marketing activity in response to programmes not selling well or specific target markets eg folk contacts/events for folk events, recorder events/contacts for recorder concerts, including liaising with distribution companies and Audience Development organisations;

### **Press:**

- updating press lists, checking who is still in post/new mags etc
- creating and managing listings releases and sending out appropriately

### **Publicity:**

- supporting the distribution of promotional material, particularly at events in Brighton on weekends during September and October 2017
- a dedicated Distribution Day in Brighton in early October 2017
- student marketing at events at the University of Sussex, University of Brighton and BIMM

### **Project Management and Administration:**

- managing invitations to festival events, including being the RSVP contact;
- other support around preparing for some of the more complicated events;
- administrative support to artists involved in our education programme;
- other general administrative activities, as guided by members of the BREMF core team, as required from time to time.

### **Concert Management:**

It is envisaged that at least two Trainees will shadow BREMF's **Concerts Manager**, for one concert and then manage another concert in same venue. Learning opportunities and activities include:

- overseeing venue set-up (stage plan, seating, technical equipment)
- liaising with venue staff/churchwardens
- ensuring artists' requirements are met
- briefing volunteers (health & safety, fire evacuation procedure, seating areas, individual duties)
- distributing and collecting floats for ticket sales, programmes and refreshments
- monitoring ticket check and ushering procedures
- giving clearance for start of concert and second half
- taking charge in the event of an emergency evacuation
- acting as main point of contact for audience queries/feedback

In addition, Festival Trainees are expected to be available for at least another 6 events and will additionally gain experience of the following volunteer duties:

- venue set-up
- ticket sales/checking

- ushering
- refreshments

### **How to apply**

To apply for a Festival Trainee position, please send:

- your CV
  - and a covering letter saying why you are interested in the Festival Trainee position
- to Cathy Boyes [cathy@bremf.org.uk](mailto:cathy@bremf.org.uk) Tel: 01420 86267

- **DEADLINE:** Applications must be received by 5pm on **Friday 19<sup>th</sup> May 2017**
- Interviews will take place in London on **Wednesday 24<sup>th</sup> May 2017**
- We will hold an induction day for successful Trainees in London in late June
- Stroud Green Festival takes place in North London between 9<sup>th</sup> and 25<sup>th</sup> June 2017
- We would hope for our Festival Trainees to start work for BREMF in July or August (this can be a little flexible if you have holiday commitments).