



Brighton Early Music Festival Festival Trainee Scheme: August – October 2024

Brighton Early Music Festival (known as BREMF) is seeking between two and six Festival Trainees to undertake a placement helping with our 2024 events.

The Festival's offer to our Festival Trainees

BREMF Festival Trainee scheme provides hands-on experience assisting with the smooth running of a busy music festival. We provide you with experience and training, as well as support with job applications including interview advice and references. Previous Festival Trainees in recent years have gone on to secure jobs with Voces 8 Foundation, English National Opera, University of Oxford and The Roundhouse.

Festival Trainee positions are voluntary but hours are flexible and compatible with full or part time paid work. The Festival will reimburse your UK travel costs to and from Brighton and provide a meal allowance of up to £12 per day when you are in Brighton for events.

Your commitment to us

Festival Trainees need to be able to commit to:

- approximately **8 hours a week** of home-based work during August, September & October 2024. You need to have access to a computer for this, and the time can be daytime, evening or weekend, to fit around your other commitments.
- Being available for at least **five Festival events** between **7 September and 27 October 2024** (almost all are on Fridays, Saturdays or Sundays).

About Brighton Early Music Festival

BREMF is a leader in pioneering dynamic events which make music from the last 1000 years relevant and exciting to modern audiences of all ages. BREMF is part of the vibrant arts scene in Brighton & Hove and has built a reputation for lively and inspired programming. Our year is focused around an Autumn Festival taking place across three weekends in October, with pre-Festival events from early September. Outside of these times we reach at least 1200 young people each year through our schools programme, run two BREMF amateur choirs and a workshop orchestra, and provide training and performance opportunities for young musicians through our BREMF Live young artist scheme.



We generally attract an audience of several thousand during the Festival, including people who have never experienced live classical music before and seek to provide the widest possible access to excellent early music performances. More than 60 volunteers are involved in running the Festival alongside a small team of paid, freelance staff.

Get a sense of the Festival at:

www.bremf.org.uk

www.facebook.com/brightonearlymusic

www.twitter.com/bremf

www.instagram.com/brightonemf

www.youtube.com/user/Brightonemf

www.flickr.com/photos/bremf12

The Festival Trainee Scheme

Following an initial induction session we will agree a schedule of work with you for your 8 hrs per week. This will include a wide range of tasks from all sections of the following:

Marketing, Press & Publicity

- planning and posting content to BREMF's social media channels following a training session with our social media agency
- liaising with artists about collaborative social media posts
- writing elements of copy for e-newsletters which go out monthly to our 4000 most dedicated supporters
- uploading concert listings to relevant websites
- specific marketing activity to target different audience segments – eg. families
- student marketing liaison with Sussex University, University of Brighton & BIMM.

Project Management

- drawing up schedule and event planning documents where necessary
- support with preparation for more complicated events eg. sourcing props
- liaising with artists over on the day arrangements

Event Management

- helping with stage management & drawing stage plans
- helping with venue set-up in a variety of venues on concert days



- looking after artists during the rehearsal and concert
- front of house duties including ushering, bar work etc (alongside our volunteers)

How to apply

To apply for a Festival Trainee position, please send:

- your CV
- a covering letter saying why you are interested in the Festival Trainee position
- details of your availability for interview on Thursday 20 June (afternoon preferred)

to Cathy Boyes, Festival Producer at cathy@bremf.org.uk Tel: 07958 790173

- Applications must be received by midday on **Monday 17 June 2024**
- Interviews will take place via Zoom on the afternoon of **Thursday 20 June 2024**

We will hold an induction session for successful Trainees in early August and would want our Festival Trainees to start their placement during the month of August (exact starting date can be flexible if you have holiday commitments).