CatStrand Young Music Makers Coordinator Internship

Part Time – 10 hours a week at £10.98. Saturday and one afternoon a week TBA.

The intern will work with the Young Creatives Programme Lead to ensure the Young Music Maker Project runs smoothly and efficiently including producing progress reports, coordinating with tutors, practitioners and students, and resolving conflicts should any arise.

Who are we looking for:

We're looking for a recent graduate, or a school / college leaver with a demonstrable interest in developing a career in music or arts management. You will be the main face of CatStrand for the tutors, practitioners and students with respect to this programme, so you need to be well organised, confident and pleasant when dealing with new people and a great ambassador for us.

- You should be aged 18-25 and based in Dumfries and Galloway.
- You should be able to travel to and from the CatStrand under your own steam.
- You should be computer literate, and both able to work as part of a team and under your own initiative.
- You will be willing to register on the PVG scheme for work with children and young people.
- Direct work experience relating to the duties below is not essential.

Main Duties:

- To act as main point of contact on behalf of CatStrand for tutors and practitioners
- To liaise with schools, colleges and other relevant organisations in order to recruit and promote the project
- To ensure all dates and activities are up to date on TicketSource.
- To open and close the venue for the lessons every Saturday.
- To ensure all appropriate Health & Safety considerations are monitored and adhered to.
- To maintain a register of student attendance.
- To act as the first point of contact for any student queries, issues, grievances etc, with subsequent support from the Young Creatives Lead
- To liaise with the Young Creatives Lead regarding the activities they are planning and to suggest new ideas
- To co-ordinate rehearsal spaces, room allocation and assisting the tutors and practitioners with associated tasks and IT set-up.
- To co-ordinate publicity material
- To work with the CatStrand Young Creatives Programme Lead in developing and facilitating a new music makers family session.
- To assist with end of year report for funders by providing attendance statistics, gathering feedback, reflecting on Lessons Learned etc.
- To undertake appropriate training as assigned by the Young Creatives Programme Lead.
- To assist the Young Creatives Programme Lead in duties relating to the Young Creatives Programme including covering workshops and events.

Qualifications and Skills

Essential

- An interest in and experience of working within a musical/creative environment
- Ability to work on own initiative, consult where appropriate and work within a team
- Excellent written and verbal communication skills, and presentation skills.
  Self-motivated with a high level of organisational ability, accuracy and attention to detail
- Strong group facilitation skills and an ability to relate to children and young people.

Desirable

- Experience in the voluntary (charitable) sector
- Knowledge of basic health and safety procedures
- Play an instrument

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We will hold an initial session with the successful applicant to discuss your personal skillset and career growth aspirations. This will enable us to see if there are areas of work that you'd like to focus your experience with us around, or additional training opportunities that could support this

Support:
The intern will be managed and supported in their duties by Catherine Campbell, Young Creatives Programme Lead.

Interested candidates should submit a copy of their curriculum vitae and cover letter to Catherine Campbell, Young Creatives Programme Lead catherine@catstrand.com by 15th September
Interviews will be held in the week of the 25th September unless by prior arrangement.

Terms:

This will be a fixed-term freelance contract with the Glenkens Community and Arts Trust (owners of the CatStrand) for 10 hours a week 34 weeks (term time only at a rate of £10.98 per hour.) You will be paid monthly in arrears on receipt of invoice. Additional hours may be required over the school holidays.

This role is funded by Creative Scotland as part of their Youth Music Initiative. CatStrand Young Creatives is also funded by the Holywood Trust.