Glenkens Community & Arts Trust

CatStrand
Creative Hub of a Cultural Landscape

CATSTRAND CREATIVES

Job Description:

Youth Music Intern

(Freelance Role, 2 day/week, 6month contract

Place of work: CatStrand, New Galloway, DG7 3RN.

Our Aims:

The Glenkens Community & Arts Trust has a long track record of economic regeneration through arts and community work in the Glenkens. We are a key anchor organisation for the area, with a clear vision of making the Glenkens an excellent place to live for people of all ages. We do this by:

- Interweaving Arts, Community and Heritage to enrich the life of the area.
- Delivering our Artistic Vision with passion and creativity.
- Supporting many activities core to the quality of life of people and environment of the Glenkens.
- Driving economic and social regeneration of the area through championing the delivery of the Glenkens & District Community Action Plan.

The CatStrand Arts team delivers the CatStrand Artistic Vision, which has three key strands:

1. CatStrand Touring Arts - hosting high quality touring work and supporting the region's artists with a focus on theatre, dance, comedy and music.
2. Cultural Glenkens - supporting locally led events, projects and workshops.
3. CatStrand Young Creatives - engaging and developing children and young people aged 5 to 25.

Overall Role and Accountability:

To support the planning, coordination and delivery of AMPLIFY D&G and the CatStrand Young Music Makers programme, helping children, young people and emerging musicians across Dumfries and Galloway to access high-quality music tuition, creative development opportunities, professional mentoring and pathways into the wider music industry.

The role will have a particular focus on engaging young people in music and other creative arts activity, coordinating workshops, tuition sessions, events and live performance opportunities, and maintaining effective communication with participants, parents, tutors, artists, partner organisations and community groups. It will also involve supporting programme administration, bookings, schedules, participant records, monitoring and evaluation, promotional activity and the practical organisation of events.

The postholder will help develop accessible and inclusive opportunities for young people living in rural communities, identify and reduce barriers to participation, support relationships with schools and community partners, and contribute to the continued development of youth music and community arts provision across the region. They will help young musicians progress from early engagement and skills development through to mentoring, performance, music production and potential creative career pathways.

The Holywood Trust

youth music initiative 20 years

CREATIVE SCOTLAND
ALBA | CHRUTHACHAIL

Responsibilities:

- Support the planning, coordination and delivery of **AMPLIFY D&G** (events, workshops, performances, mentoring sessions and outreach activity) with the support of the Programme Manager.
- Support the coordination of **CatStrand Young Music Makers**, including scheduling music tuition sessions liaising with tutors, practitioners, participants, parents and carers.
- Play an active role in the CatStrand Young Team, working alongside other youth interns to provide youth leadership across CatStrand Young Creatives. This will include consulting with participants, sharing ideas, influencing programme development and helping ensure that children and young people's voices are represented in decision-making and future planning.
- Develop positive working relationships with schools, colleges, youth organisations, community groups and partner agencies to promote opportunities, encourage participation and support recruitment.
- Act as a first point of contact for routine programme enquiries, providing clear and welcoming information. Refer safeguarding concerns, complaints and other sensitive or complex matters promptly to the CatStrand Creatives Programme Manager or the appropriate member of staff.
- Maintain accurate and up-to-date programme information, including activity schedules, participant details, consent forms, booking systems, attendance registers and contact records.
- Assist with the practical delivery of activities, including venue preparation, room allocation, equipment checks, music and IT set-up, refreshments, participant arrival and departure, and the safe opening and closing of venues when required.
- Support communication, marketing and audience-development activity, including social media content, website information, newsletters, posters and publicity materials.
- Gather appropriate photographs, participant feedback, case studies and stories, ensuring that consent, safeguarding and data-protection requirements are followed.
- Help create inclusive, accessible, welcoming and safe environments for children and young people, following organisational procedures relating to safeguarding, health and safety, equality, accessibility and data protection.
- Support monitoring, evaluation and funder reporting by recording attendance, participant demographics, feedback, learning, progression and programme outcomes.
- Contribute ideas to the development of AMPLIFY D&G, Young Music Makers and other youth arts activity, including family music sessions, performances, creative pathways and opportunities for young people to progress.
- Attend and contribute to staff meetings, project meetings, planning sessions, training and reflective evaluation activity as required.
- Work flexibly as part of the wider CatStrand team, providing reasonable support for other workshops, events, performances, exhibitions, outreach activity and community programmes when agreed.
- Assist colleagues during busy periods and major organisational events, while ensuring that responsibilities for AMPLIFY D&G and Young Music Makers remain appropriately prioritised.
- Build constructive relationships with artists, tutors, volunteers, freelancers and partner organisations, supporting effective communication, teamwork and collaborative delivery.
- Undertake any other reasonable duties appropriate to the level and purpose of the role, in discussion with the CatStrand Creatives Programme Manager.

Working hours:

- 14 hours a week (2 days).
- Some evening and weekend work will be required. There will be some flexibility around working hours and these may change depending on the section of the project you are working on. Overtime will not be paid but will be compensated by Time Off In Lieu (TOIL).

Support:

The role will be supported and managed by Catherine Campbell, CatStrand Creatives Programme Manager.

Person specification:

Essential

- Aged under 25 (a funding requirement).
- A clear interest in developing a career in music, youth arts, community arts or arts management.
- Willingness to work with young people aged 5-25 in all aspects of the CatStrand Creatives delivery.
- Own transport or ability to get themselves to the CatStrand in New Galloway for the working days.
- An interest in, or experience of, working within a musical or creative environment.
- The ability to work on your own initiative, ask for guidance when needed and contribute positively within a team.
- Good written and verbal communication skills.
- Strong organization, accuracy and attention to detail.
- A friendly, reliable and professional approach when working with children, young people, families and creative practitioners.
- A commitment to inclusion, safeguarding and respectful working practices.
- Able to work alone as single point of contact for the CatStrand venue, after training.
- Able to be a good brand ambassador for CatStrand Arts and GCAT in all public-facing roles.

Desirable

- Experience in the voluntary, charitable, youth work or community sector.
- Knowledge of basic health and safety procedures.
- Experience of social media, digital content, event promotion or administration.
- Experience of playing an instrument, making music or supporting music activity.
- A strong sense of the type of work they would like to deliver at CatStrand
- Experience of creating social media content - photos and videos.

The successful applicant will have an initial development meeting to discuss their strengths, interests and career goals. Where possible, the placement will be shaped to provide relevant experience and identify useful additional training.

Details:

- Hourly rate - £13.45 per hour
- 14 hours a week
- Invoice Payment monthly in arrears
- Start date: 1st September 2026
- End date: 31st March 2027
- PVG will be required prior to contract being confirmed

Timeline:

- Applications close: 9pm, 23rd August 2026
- Shortlisting and selection process: Week of the 24th August 2027
- Contract start date: 1st September I 2025 (subject to successful PVG completion).

Application Process:

- Apply by email to catherine@catstrand.com by 23rd August
- Include your CV and a cover letter setting out your suitability for the role.

This role has been made possible thanks to support of CatStrand Creatives
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