



INTERN (voluntary 6 month placement)

Placement Description

Key objective:

To assist the Creative Learning department team in a variety of administrative tasks as required and to assist with the smooth running of the Britten Sinfonia offices

Creative Learning:

To assist the Creative Learning director in the running of the department, including:

- Dealing with day-to-day enquiries about the Creative Learning programme
- Support for long term planning and development within the department
- Fixing players
- Corresponding with musicians about forthcoming projects
- Distributing information regarding projects to other parties
- Coordinating practical arrangements, e.g. booking rehearsal venues, booking hotels, distributing maps etc.
- Support for fundraising including research into trusts, foundations and companies
- Updating the Creative Learning section of Britten Sinfonia's website
- Assisting with planning and implementation for digital projects such as podcasts
- Attending project days as appropriate
- Other duties as requested by the Creative Learning Director

General office support:

- General administrative support for other staff
- Undertaking a share of answering telephones, taking messages and other office tasks as required
- When necessary, opening and distributing mail, franking post and taking post to post office
- Helping the Marketing & Development Assistant and Marketing Intern with general upkeep of shared areas, e.g. meeting room, kitchen, library and store room
- Helping to pack the van in preparation for concerts
- Attending concerts and helping with box office, front of house and other tasks

Person specification

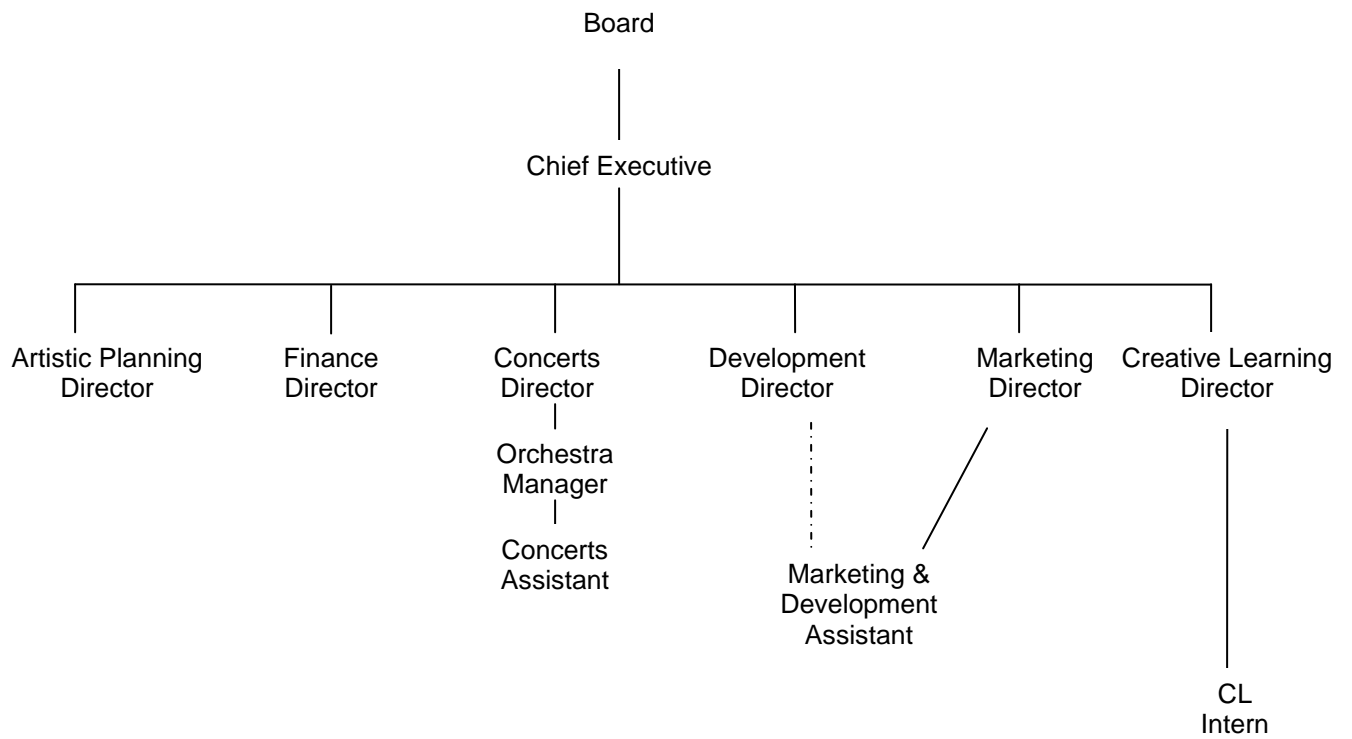
Essential:

- Excellent administrative skills and attention to detail
- Ability to act on own initiative and a keenness to learn new skills
- An understanding of the basic workings of an orchestra
- Enthusiasm for music and of a friendly disposition
- Excellent computer and communication skills
- Willingness to attend some evening and weekend events as necessary (time off in lieu will be given)

Desirable:

- Broad knowledge of classical music
- Experience of publishing on the internet (e.g. blogging, using MySpace)
- Clean driving licence

Britten Sinfonia Staff Structure



General Conditions

- Based at Britten Sinfonia Cambridge offices, Mon – Fri, 09.30–17.30, plus regular attendance at evening and weekend events (with time off in lieu). Britten Sinfonia will also consider flexible hours
- Reporting to Creative Learning Director
- This placement lasts six months and is unpaid
- Travel expenses will be refunded up to a maximum of £200 per month
- 1 month probationary period
- 1 month notice period on either side
- 10 days annual leave during 6 month placement (20 days per annum pro rata)
- Britten Sinfonia has an equal opportunities policy
- Following the successful completion of the six month placement, Britten Sinfonia is happy to assist the intern in searching for employment and will act as a referee if required
- Nothing in the above constitutes an offer of employment

The Internship scheme also offers:

- The opportunity to spend time visiting other arts organisations
- Careers advice and help with interview and CV writing skills

Where possible we will endeavour to build training opportunities, such as the ABO's Where do I Start course, into the internship.