



Casual Music Centre Assistant Job Description

Bristol Beacon's Creative Learning and Engagement (CLE) team, run weekend and evening Music Centres across the city, offering young people the chance to play and perform together. The Centres are held at locations across Bristol and timings below are example session times. The Music Centre Assistant will need to arrive at the music centre 30 minutes before the session, in time to welcome the first child, and leave when the session is complete, after the last child has been collected, administration processes have been completed and any session equipment has been packed away.

Current Music Centre sessions timetable: (These sessions may be subject to change, there is no guarantee of work, and you may be offered work at any of the Music Centres):

Most sessions are between 3pm - 8pm, the place of work varies, usually weekdays, mainly at Beacon Music Centre. Saturday mornings are mainly at Bristol Cathedral Choir School

Senior Ensembles Centre

Bristol Cathedral Choir School, College Square, BS1 5TS

Saturday mornings

Junior Ensembles Centre

Beacon Music Centre, Stanton Road, Southmead, BS10 5SJ

Saturday mornings

Monday – Thursday

Afternoons and at other times by arrangement

Bristol Youth Choir

Beacon Music Centre, Stanton Road, Southmead, BS10 5SJ

Friday evenings

Bristol Youth Studios

Access Creative College, All Saints Street, Bristol, BS1 2LZ

Tuesday evenings

Scope of Work:

Music Centre Assistants are responsible for implementing administration processes, supporting the Music Centre Practitioners and providing a reception, registration and signposting service at the designated Music Centre. This will include:

- Ensuring all young people sign in and out at the start/end of each session.
- Monitoring entry and exit of the building to ensure only authorised people enter the premises.
- Liaising with the relevant Ensembles Coordinator to ensure that a weekly register is available.
- Liaising with the relevant Ensembles Coordinator to ensure that all administrative matters are up to date.
- Ensure Music Centre staff have registers for sectionals, and collect this at the end of each session. These must be logged on SpeedAdmin and sent back to the Beacon Music centre, each week.
- Liaising with the relevant Ensembles Coordinator regarding all music centre matters, such as parent enquiries.
- Liaising with the CLE team to ensure that up to date contact details are held for every young person/their parents participating at a Music Centre and that these are held securely and destroyed as necessary.
- Assist with the management of participants during breaks.
- Ensure information regarding concerts and other Music Centre events is passed on to young people/parents.
- Be an appointed First Aider, and ensure adequate first aid materials are available on site (training will be provided).
- Working with other admin assistants, ensure all Music Centre staff are aware of fire evacuation procedures. Information to arrange fire drills will be passed to you from either our Senior Ensemble's and Choir Coordinator / Junior Ensemble's Coordinator.
- Ensure all participants are collected at the end of the sessions, and contact parents where this is not the case.
- Promote other CLE events through the distribution of leaflets and other marketing material.
- To provide occasional ad-hoc additional support such as exam stewarding, page turning if available and required.
- Where needed provide support with schools work and support with concerts, including stewarding, chaperoning and admin support in relation to concerts.
- Where appropriate you may be asked to provide ad-hoc support with sectionals and other related ensemble activities (i.e. music library support etc).
- Adherence to the Bristol Beacon Code of Conduct.
- Adhere to Bristol Beacon Safeguarding measures and procedures in line with the Bristol Beacon Safeguarding Policy and Handbook (training will be provided).
- The Music Centre Assistant may have to open and close the building at the designated Music Centre.
- At the Beacon Music Centre, the Music Centre Assistant may be responsible for locking and alarming the building at the end of the session.

Essential Criteria for the Music Centre Assistant role:

- Experience of working with children and young people (ideally applicants will have this, but we can provide some training and guidance for applicants who have other elements of the criteria).
- An up-to-date enhanced DBS check (Bristol Beacon can support freelance staff to get a DBS check, but the freelance staff member is responsible for payment).
- Recent Child Protection training is desirable, but not essential, training can be provided
- An interest in and experience of music education.

Desired Criteria for the Music Centre Assistant role:

- Confident working with young people on a 1:1 basis.
- Car driver with a full clean driving licence – we require a car driver to be able to drive our company van.
- Over 25 – this is a requirement to drive our company van.

Background Information:

Bristol Beacon

Run by Bristol Music Trust, and known as **Bristol Beacon**, we were established in 2011 to run the South West's largest concert hall and promote musical excellence, creative learning and engagement. We announced our new name in September 2020. Bristol Beacon is a symbol of hope and community. A focal point for music and a place of welcome, warmth and light.

Our vision is to unite people through the joy of live music. We achieve this through a diverse programme of inspirational musical experiences, which offers something for everybody and encompasses music of all genres including classical, jazz, folk, world, rock, and pop, as well as local choirs, orchestras, and schools.

As an organisation increasing in national importance, we have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music-Education-Hub for Bristol, we deliver the National-Plan-for-Music-Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led programme, in partnership with The National Foundation for Youth Music and Paul Hamlyn Foundation, works with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

In 2023 we will open our newly refurbished concert halls in central Bristol with a new Music Education Centre in the cellars. This will be a completely new space dedicated to music teaching and incorporating a new performance space aimed at young people and emerging artists.

Creative Learning & Engagement

Creative Learning & Engagement (CLE) is responsible for three areas of work: Bristol's Music Education Hub, Community Engagement, and Industry Development

Since 2013 Bristol Beacon's Music Education Hub has made significant progress toward achieving its vision of making Bristol the 'UK Capital of Young People's Music'. Our award-winning education programmes for young people are set to expand to reach Bristolians of all ages and all backgrounds.

At the heart of our work is great music making and learning. Our programme sets out to encourage participation, engender a sense of civic pride and instil a lifelong love of musical culture. With three prestigious awards in two years from the Music Education Council (MEC) and Music Teacher Awards for Excellence, including winning the Major Prize for best music education hub, our work is gaining national recognition.

Of equal importance is our Community work working with partners such as Paraorchestra and the National Open Youth Orchestra to support work with disabled musicians as well as our work with care leavers and growing health and well-being work. Our Industry work seeks to create programmes to support a pipeline of young emerging artists working in partnership with other organisations in the music industry.

As the transformation of Bristol Beacon comes into focus, a sharper vision for learning and engagement will be required; one that underpins Bristol Beacon's revised strategic priorities and engages all the communities of Greater Bristol and beyond. Looking ahead, CLE will work in close partnership with the Programme team to further integrate education and engagement activities into the creative output of Bristol Beacon – maximising the opportunities made possible through a world-class live music programme.

Special Conditions

Our music centres take place in the evenings during the week and at weekends during term time, and you will be offered work during these times, however some events or music centres may take place at either times e.g. a summer school workshop.

We will offer and agree work in advance with you in accordance with these requirements and offers of work will be provided to you on StaffSavvy, our online rostering system.

Other Duties

The role holder will carry out any other duty that is reasonably required.

Place of Work

Music Centres around the city as described above, including Beacon Music Centre and Bristol Beacon, you may from time to time be offered work at other settings around the city, for example schools/venues/concert settings.

Date Created / Modified: January 2023

Created by: BMT HR

Approved by: BMT HR

Outline of Terms and Conditions

Role: Casual Music Centre Assistant

Hours: This role will be offered on a casual contract basis and Bristol Beacon makes no guarantee of hours.

As a guideline, work within a music centre is for around 2-3 hours per session and we will prepare and circulate in advance a rota to notify you of the days/hours of work we can offer, and you can accept shifts based on your availability.

Hourly Rate: £10.90 per hour

Holiday: 5.6 weeks, 28 days holiday (including 8 days bank and public holidays) per year pro-rata

Pension: Bristol Beacon have a group contributory Pension Scheme with a 5% employer contribution, and a minimum worker 4% contribution

Application Procedure

To apply, please complete our application form on StaffSavvy, our online recruitment portal, outlining your experience and skills against the employee specification for the role, and describing why you would like to be part of our team.

If you require our application form in an alternative format or have questions about the role or our recruitment process, please contact Mia Eagle, People Administrator hr@bristolbeacon.org 0117 440 7663.

Reasonable adjustments will be made for applicants, please let us know if you have any needs. Disabled applicants who meet the minimum essential criteria for the role, will be offered an interview.

The closing date for applications is **9.00am on Monday 13 February 2023**

Bristol Beacon recognise, respect and value individual difference. We are committed to the wellbeing of our staff and to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.