



Brighton Early Music Festival

Festival Trainee Scheme Opportunities: July to November 2018

Brighton Early Music Festival (BREMFB) is seeking at least two Festival Trainees for the 2018 Festival.

The Festival's commitment to our Festival Trainees

BREMFB Festival Trainee positions provide valuable hands on experience in assisting with the smooth running of one of the South East's most prestigious classical music festivals. We provide you with training and support with your CV and job applications, including interview preparation and providing references. As competition in the arts is fierce in the current climate, we hope that this will provide vital support in your search for a role in arts administration. Previous Festival Trainees have gone on to secure jobs with The Sixteen, British Youth Opera, Spitalfields Music, Southbank Sinfonia, Orchestra of the Age of Enlightenment, Academy of Ancient Music, and Glyndebourne.

"The BREMFB Traineeship scheme has literally changed my life. During the internship, I was able to work alongside some of the most experienced practitioners within this field to develop my skills in arts administration, events management, marketing and publicity.... I was lucky enough to forge a completely new career within the arts as a direct result of working with BREMFB."

Rachel Taylor, 2014 Festival Trainee now working for the Carousel Singers

Festival Trainee positions are volunteer positions and are not paid, but we will cover any reasonable travel costs during your placement and also up to £8 for meal costs when you are in Brighton for a whole day during the Festival.

Your commitment to us

In return, the Festival gains valuable additional support at the busiest time of the year. Festival Trainees need to be able to commit to:

- Setting aside an average of **10-15 hours a week from home from July/August to mid November 2018** to undertake admin work. You need to have ready access to a computer for this element of the work. The time can be daytime, or evening or weekend, to suit you and to fit around your other commitments;
- **Being available for at least 8 events during the Festival** (mostly Fridays, Saturdays and Sundays from **26 October to 11 November 2018**). There are also some dates in the run up to the Festival in September and October which are part of our public workshop and outreach programmes which you could be involved in if you wish. Once you are accepted on to the Festival Trainee scheme we will agree dates with you.

About Brighton Early Music Festival

Brighton Early Music Festival, known as BREMFB, is a world leader in pioneering dynamic events which make music from the last 1000 years and from many parts of the world, relevant and exciting to modern audiences of all ages. BREMFB contributes to the vibrant arts scene in Brighton and Hove through its year-round programme of choral concerts, workshops and schools projects, while the annual autumn Festival has built a

reputation for lively and inspired programming. In 2015 our opera production of Francesca Caccini's *La liberazione di Ruggiero* was selected by the Guardian as one of the Top 10 Classical events of 2015

“arguably the best showcase of early music in the country” **Classical Music Magazine**

Our annual autumn festival contains over 20 events which celebrate the music of the past, always centred around a particular festival theme. 2018 is our 16th Festival and our theme is EUROPE.

The Festival is central to what we do but we are more than just a Festival, throughout the year we:

- reach at least 1000 young people through our schools programme
- run three BREMF choirs (from complete beginners to outstanding amateurs)
- provide training, mentoring and performance opportunities for young professional ensembles.

More than 80 volunteers are involved in running the Festival. We generally attract an audience of around 4000 people across all our Festival events, including people who have never experienced live classical music before and we seek to provide the widest possible access to excellent early music performances.

Get a sense of the Festival at:

www.bremf.org.uk

www.facebook.com/brightonearlymusic

www.twitter.com/bremf

www.instagram.com/brightonemf

www.flickr.com/photos/bremf12

www.youtube.com/user/Brightonemf

The Festival Trainee Scheme

For the purposes of the Festival Trainee scheme the BREMF core team is made up of

Artistic Director - Deborah Roberts

General Manager - Claire Soper

Festival Producer - Cathy Boyes

Concerts Manager - Yvonne Eddy

Development Manager - Harriet Lawrence

Publicity Officer - Jenny Clemens

Festival Trainees will receive training and their work will be overseen by one of these core staff members.

Once you are accepted onto the trainee scheme we will invite you to an induction day and ask you to indicate your interest in a list of tasks before agreeing a schedule of work with you for your 10-15 hours per week. This will include a wide range of tasks from all sections of the following:

Marketing:

- updating BREMF's Facebook status, adding events and inviting followers on Facebook
- tweeting and interacting with other arts organisations on Twitter
- writing elements of copy for e-newsletters
- updating websites that list concerts with details of our events;
- undertaking specific marketing activity to target younger/alternative venues/events

- organising advertisement in kind swaps (not paid for) with partner organisations - ie managing details of copy needed for ads going into partners' publications and liaising with designer to deadline and ensuring we receive copy for ads in BREMF programmes.
- other specific targeted marketing activity in response to programmes not selling well or specific target markets eg folk contacts/events for folk events, recorder events/contacts for recorder concerts.

Press:

- updating press lists, checking who is still in post/new mags etc
- creating and managing listings releases and sending out appropriately

Publicity:

- supporting the distribution of promotional material, particularly at events in Brighton in September and October 2018
- a dedicated Distribution Day in Brighton in early October 2018
- student marketing at events at the University of Sussex, University of Brighton and BIMM.

Project Management and Administration:

- managing invitations to festival events, including being the RSVP contact;
- support with preparing for some of the more complicated events eg. sourcing props;
- other general administrative activities, as guided by members of the BREMF core team, as required from time to time.

Concert Management:

At least two Trainees will shadow BREMF's **Concerts Manager**, for one concert and then manage another concert in same venue. Learning opportunities and activities include:

- overseeing venue set-up (stage plan, seating, technical equipment)
- liaising with venue staff/churchwardens
- ensuring artists' requirements are met
- briefing volunteers (health & safety, fire evacuation, seating areas, individual duties)
- distributing and collecting floats for ticket sales, programmes and refreshments
- monitoring ticket check and ushering procedures
- giving clearance for start of concert and second half
- taking charge in the event of an emergency evacuation
- acting as main point of contact for audience queries/feedback

In addition, Festival Trainees are expected to be available for at least another 6 events and will gain experience in a broad range of event-related duties.

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

to Cathy Boyes cathy@bremf.org.uk Tel: 01420 86267

- **DEADLINE:** Applications must be received by 5pm on **Wednesday 6 June 2018**
- Interviews will take place in London on either **Monday 11 or Tuesday 12 June 2018**
- We will hold an induction day for successful Trainees in London in late June or early July
- We would hope for our Festival Trainees to start work for BREMF in July or August (this can be a little flexible if you have holiday commitments).