



## Brighton Early Music Festival

### Festival Trainee Scheme Opportunities: July to November 2019

Brighton Early Music Festival (BREMFB) is seeking at least two Festival Trainees for the 2019 Festival.

#### The Festival's commitment to our Festival Trainees

BREMFB Festival Trainee scheme provides hands on experience assisting with the smooth running of one of the South East's major classical music festivals. We provide you with experience and training, as well as support with job applications including interview advice and references. 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."*

**Past BREMFB Trainee**

Festival Trainee positions are voluntary positions 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:

- **10-15 hours a week from home from July/August to early November 2019** 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 **25 October to 10 November 2019**). There are also pre-Festival events in September and October 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.

*"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. 2019 is our 17<sup>th</sup> Festival and our theme is METAMORPHOSIS.

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](http://www.bremf.org.uk)

[www.facebook.com/brightonearlymusic](https://www.facebook.com/brightonearlymusic)

[www.twitter.com/bremf](https://www.twitter.com/bremf)

[www.instagram.com/brightonemf](https://www.instagram.com/brightonemf)

[www.flickr.com/photos/bremf12](https://www.flickr.com/photos/bremf12)

[www.youtube.com/user/Brightonemf](https://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**

**Festival Producer - Cathy Boyes**

**Concerts Manager - Yvonne Eddy**

**Publicity Officer - Jenny Clemens**

All tasks undertaken by Festival Trainees will be overseen by one of these core staff members.

Following the initial induction session we will agree 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, Press & Publicity:**

- updating BREMF's Facebook status, adding events and increasing followers on Facebook
- tweeting and interacting with other arts organisations on Twitter
- posting interesting content on Instagram to increase our followers
- 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 in kind e-news and advert swaps with partner organisations
- other specific targeted marketing activity in response to programmes not selling well
- updating press lists, checking who is still in post/new publications etc
- creating and managing listings releases and sending out appropriately
- supporting the distribution of promotional material in Brighton in September and October 2019
- student marketing liaison with 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
- drawing up schedule documents and event plans.

#### **Concert Management:**

At least two Trainees will shadow BREMF's **Concerts Manager**, for one concert and then manage another concert in same venue. 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
- 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, Festival Producer at [cathy@bremf.org.uk](mailto:cathy@bremf.org.uk) Tel: 07958 790173

- **DEADLINE:** Applications must be received by 5pm on **Friday 7 June 2019**
- Interviews will take place in London on **Wednesday 12 June 2019**
- We will hold induction sessions for successful Trainees 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).