



## Brighton Early Music Festival

### Festival Trainee Scheme Opportunities: June to October 2022

Brighton Early Music Festival (BREMf) is seeking at least four Festival Trainees to help with 2022 Festival events.

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

BREMf Festival Trainee scheme provides hands-on experience assisting with the smooth running of a busy music festival. 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 Spitalfields Music, Orchestra of the Age of Enlightenment, Academy of Ancient Music, and Voces 8 Foundation.

*"The BREMF 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 BREMF."*

#### **Past BREMF Trainee**

Festival Trainee positions are voluntary but we will reimburse your travel costs to and from Brighton and provide a meal allowance of up to £10 when you are in Brighton for a whole day during the Festival.

#### **Your commitment to us**

Festival Trainees need to be able to commit to:

- **10 hours a week from home from June/July to late October 2022** to undertake admin work. You need to have ready access to a computer for this element of the work. The time can be daytime, evening or weekend, to fit around your other commitments;
- **Being available for at least five Festival events** which this year run **24-26 June** and **19-23 October 2022**. It's no problem if you are only available for the October dates. 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 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. BREMF contributes to the vibrant arts scene in Brighton and Hove and has built a reputation for lively and inspired programming. Pre-Covid our

events took place mainly in the autumn, but since 2021 we have transitioned to a year-round model with outdoor events in the summer, indoor events in October, and an online Festival in November. Outside of these times we reach at least 1200 young people each year through our schools programme, run three BREMF choirs, and provide training and performance opportunities for young musicians on our BREMF Live! young artist scheme. *"arguably the best showcase of early music in the country"* **Classical Music Magazine**

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 hrs per week. This will include a wide range of tasks from all sections of the following:

### **Marketing, Press & Publicity:**

- planning and posting content to BREMF's social media channels – Twitter, Facebook and Instagram – with the aim of increasing our audience and spreading the word about our events;
- writing elements of copy for e-newsletters which go out monthly to our 4000 most dedicated supporters;
- updating websites that list concerts with details of our events;
- undertaking specific marketing activity to target different audience segments – eg. families, younger audiences etc;
- organising in kind e-news swaps with partner organisations;
- targeted marketing activity in response to events needing extra help with sales;
- updating press lists, checking who is still in post/new publications etc;

- creating and managing listings releases and sending out appropriately;
- 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 have the opportunity to shadow BREMF's **Concerts Manager**, for one of our autumn concerts. Concert management tasks 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.

All trainees will gain experience in a broad range of event-related duties during their placement with the Festival.

### **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 **Thursday 2 June 2022**
- Interviews will take place via Zoom on **Tuesday 7 June 2022**
- We will hold induction sessions for successful Trainees in mid June
- We would hope for our Festival Trainees to start work for BREMF in June or July (this can be a little flexible if you have holiday commitments).