| **CONCERTS + ARTS ADMINISTRATION DEVELOPMENT SCHEME (CAADS)** |
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| Recruitment Information and Application Form |

| **1** | **ABOUT UNIVERSITY OF SHEFFIELD CONCERTS** |
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A Sheffield destination for musical **discovery,** **learning,** and **participation.** **University of Sheffield Concerts** combines eclectic programming, internationally renowned performers, and creative learning opportunities in a dynamic music event series aimed at diverse city audiences.

**MUSICAL DISCOVERY**

We provide a series of over 50 public concert performances, festivals, and creative projects per year, encompassing a range of musical genres including: classical; contemporary; jazz; world; and folk music. Through our artistic programming and world-leading University research we champion musical partnership. Our collaborations with national and internationally renowned artists, and organisations in the city to inspire and create new works and performances, making a key contribution to the city’s cultural vibrancy.

For the 2021/2022 season, TUoS Concerts will be returning to live, in person events alongside accessible live-streamed content. Operations have been risk assessed, and policies will be in place to maintain safety of all staff, students and attendees as the pandemic continues.

**MUSICAL LEARNING**

We create real-world challenges and experiences for our students to equip them for future careers in music. Our concerts enable students to work with inspirational musicians who share insight and expertise in the provision of masterclass and coaching opportunities. Students also develop a wealth of experience alongside performance. Through composing, conducting, and sound-recording and production, in addition to music management and arts administration, University of Sheffield Concerts provide numerous opportunities for student skill development.

For this coming season, we are returning to administrating full ensemble rehearsals and performances.

**MUSICAL PARTICIPATION**

We commit to developing musicians and audiences of the future by offering outreach initiatives to local schools, ensuring children of all ages and backgrounds participate in musical learning opportunities. We develop creative partnerships with local schools and engage with hundreds of children in the city, many of whom have limited or no access to music provision. Our work is underpinned by engaging and immersive learning activities using the full scope of our musical genres and vast array of artists and in-house ensembles.

For more information about University of Sheffield Concerts visit: **www.sheffield.ac.uk/concerts**

| **2** | **ABOUT CAADS** |
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University of Sheffield Concerts is committed to career development and our popular internship scheme benefits students from across the institution. CAADS fosters paid opportunities for students to develop skills in arts administration and music management in a demanding, outward facing professional context. You will work as part of a highly skilled team, and develop skills in a number of core music management functional areas (marketing, operations, finance, and programming) across a range of concerts projects and outputs. The scheme is a great way to build valuable CV points, and a number of former participants have entered subsequent employment in arts organisations throughout the UK.

| **3** | **CONCERTS ASSISTANT ROLE** |
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For the 2020-21 season we are seeking to recruit **four** students to fill Concerts Assistant roles.  
Concerts Assistants support the delivery of concert performances in a front of house operational capacity, in addition to supporting marketing and promotional activity throughout the city. This year Concerts Assistants will play a crucial role in maintaining a Covid-Secure environment for audiences.

*Specific responsibilities include:*

* Support and enforce Concerts’ Covid safety policies and procedures
* Support social distancing measures in audience access, seating and egress
* Support setting up of venues for performances
* Assist with box office and ticketing, including customer queries
* Support audience admission process and check tickets and passes
* Hand out programmes and marketing materials
* Proactively assist and support customers and dealing with enquiries
* Support artist liaison, including calls to stage, light changes, and stage management
* Assist with promotional activities, such as print distribution and flyering, both within the Concerts Office and throughout the city

We expect you to be well organised, have a flexible and can-do attitude to work, and a friendly, welcoming demeanor. The role requires good customer service skills, ability to follow health and safety processes, and willingness to work safely in a public facing environment during the current Covid-19 situation. We also are looking for individuals with an enthusiasm for safe working practice during Covid-19, and ability to adapt to new objectives quickly and professionally.

In addition, this year we will be supporting other events in the Octagon, and there will be opportunities to work FOH shifts for major events. These shifts are not mandatory to the role.m

| **4** | **JOB OUTLINE** |
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**Job title:** Concerts Assistant

**Reports to:** Music Programme Producer

**Appointment:** 2021-22 academic year (with a probationary period of 2 public events or 2 months, whichever occurs sooner)

**Based in:** Concerts Office, Octagon Centre, Clarkson Street, Sheffield, S10 2TQ and various performance venues

**Hours:** This is casual work and hours will be offered on an adhoc basis. The minimum shift time is four hours. Most concerts take place in term time on Thursday evenings. Please note that due to the Covid-19 pandemic there is potential for shifts to be moved or cancelled at short notice, but this will be avoided where possible.

**Pay Rate:** £9.17 an hour (Grade 1.3)

| **5a** | **APPLICATION – PERSONAL DETAILS** |
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| **[All relevant information to be put on this form, CVs will not be accepted]**  Please ensure that you **fully** complete **all** sections of the application. | | |
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| **Title:** |  | **Surname:** |
| **Date of birth:** | | **Forename:** |
| **Preferred name:** |
|  | | **National Insurance Number:** |
| **Address and Postcode:** | | **Telephone number(s):**  **Home:**  **Mobile:**  **Email address**: |
| Under the Immigration, Asylum and Nationality Act 2006 proof of entitlement to work in the United Kingdom is required before commencing employment.  Applicants for this role must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.  Please tick the relevant box to confirm that you have the necessary permissions to work legally in the United Kingdom in the capacity of these posts?  YES ☐  NO ☐  Before commencing employment you will be required to produce original documentary evidence indicating that you have the right to work in the UK, and we will keep copies of the documents.  More information can be found here: <https://www.sheffield.ac.uk/ssid/immigration/during-study/work-during-study>  If you have any questions, Student Support Information Desk should be able to help you:  <https://www.sheffield.ac.uk/ssid> | | |

| **5b** | **APPLICATION – EDUCATION** |
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| Starting with the most recent, please provide details of all qualifications, including details of any current study and predicted results. | | | |
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| **Name of educational**  **establishment** | **Dates of attendance** | **Qualifications obtained, attainments, examinations pending** | |
|  |  | Subject/qualification | Result |
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| **5c** | **PREVIOUS EMPLOYMENT AND WORK EXPERIENCE** |
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| Starting with the most recent, please provide details of any relevant work experience, employment, and volunteering experience. | | | |
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| **Name and address of organisation** | **Dates of employment, engagement** | **Job title** | **Brief description of role/responsibilities** |
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| **5d** | **PERSONAL STATEMENT AND SUITABILITY FOR THE POST** |
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Please give your reasons for applying for this post and say why you believe you are suitable for the position. Look at the job description and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on to a separate sheet as necessary.

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| **6e** | **ADDITIONAL INFORMATION - OVERSEAS EMPLOYMENT AND EDUCATION** |
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This section is not mandatory. We understand that some applicants may have lived, studied or worked abroad in countries where ongoing events, traditions and regulations mean that your employment or educational history is significantly different from what would normally be expected in the UK. If you would like to let us know about anything of this nature, please detail it below.

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| **5e** | **REFERENCES** |
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| Please supply the names and contact details of two people who we may contact for references.  We understand that some candidates who have worked or studied abroad may have difficulties finding suitable referees - please contact us if this is the case. This will not affect your application. | |
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| **Referee 1** | **Referee 2** |
| May we contact prior to interview?  YES ☐  NO ☐ | May we contact prior to interview?  YES ☐  NO ☐ |

| **5f** | **DECLARATION** |
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| **I confirm that the information I have given on this application form is true and correct to the best of my knowledge** | | |
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| **Signed:** |  |  |
| **Date:** |  |  |
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| **7** | **DATES AND SUBMISSION** |
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Please return your completed application to:

Email: concerts@sheffield.ac.uk

We do accept paper applications but would much rather you emailed the form to us:

Concerts Office

Octagon Centre  
Clarkson Street

Sheffield

S10 2TQ

**Deadline for application forms:** Midnight on Thursday 2nd September

**We aim for our application process to be inclusive and accessible - if you have any questions about the job role or anything written on this form, you are welcome to contact us, either on concerts@sheffield.ac.uk, or telephone Nick Potter (Music Programme Producer) directly on 07864603487 (mobile) or 01142220492 (office).**

**Any conversations about the application form can be anonymous and will not affect our choice of candidates for interview.**

