



University of  
Sheffield

PERFORMANCE  
VENUES

## CREATIVE ARTS ADMINISTRATION DEVELOPMENT SCHEME (CAADS)

### Recruitment Information and Application Form

#### 1 ABOUT PERFORMANCE VENUES

##### **Performance Venues**

Performance Venues is a section within Estates and Facilities Management that operates 3 venues on Campus - the Octagon Centre, Firth Hall and the Drama Studio. Alongside conferences, students union and university events, the venues host an extensive range of exciting live performing arts and music events. Our two curated programmes are University of Sheffield Concerts and Enable US Project.

##### **University of Sheffield Concerts**

University of Sheffield Concerts is a home for musical discovery, learning, and participation. We combine eclectic programming, internationally renowned performers, and creative learning opportunities in a dynamic music event series. We exist to provide inspiration and support for student creativity, a platform for research-led events, and as a means to bring public audiences in contact with outstanding performances and learning experiences.

##### **Enable US**

The Enable US Project was started in 2017. It provides a platform within the University of Sheffield Performance Venues to bring audiences, artists and the University community together to

experience, inspire and be inspired by dance, comedy and physical theatre performances. It programmes performances to stimulate thought and broaden understanding, as well as providing access to workshops, training and development.

## 2 ABOUT CAADS

Performance Venues 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 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 performing arts management functional areas (marketing, operations, finance, and programming) across a range of projects and outputs. The scheme is a great way to build valuable CV points, and many former participants have entered subsequent employment in arts organisations throughout the UK.

## 3 WHAT PREVIOUS PARTICIPANTS HAVE SAID

*“As an Intern I learnt a great deal about what goes into the running of a successful concert series. It was an invaluable experience that I enjoyed enormously and it ignited a passion within me to make music management my career.”*

*“During my time as an Intern I have been able to gain an insight into the organisation behind a successful concert series and work with and alongside music professionals. I have been given the opportunity to develop skills in tasks I previously had little experience with and this has increased my confidence a great deal. The internship has been a great platform on which I hope to build professional experience in the future.”*

*“As the Intern I gained experience in all the different roles involved in running a concert series, from artist liaison to hosting the front of house. I met so many interesting and important musicians who offered great insight to being a successful musician. Most importantly it helped me decide which direction to go after University, and it stands out on my CV. I really enjoyed the experience and would definitely recommend it.”*

*“I had previously undertaken a work experience post in the Summer, and I was drawn to the internship with the concert series because it allowed me to specialise in marketing, which I have now gone into as a career. However, the internships are also suitable for those without experience, providing a great introduction to arts administration. My experience as an intern will prove invaluable in securing a job in this area after I graduate”*

The Curated Programmes Officer: Operations and Administration will support the day-to-day planning of events, and other projects. This role is primarily dedicated to working for the University of Sheffield Concerts series, but may include support of the Enable US programme where capacity allows.

*Specific responsibilities include:*

- Support administration for University of Sheffield Concerts projects, including evening concerts featuring professional artists, outreach and participation work with young people in the city, and Forged in Sheffield student ensembles and Lunchtime and Rush Hour concerts
- Support the running, development, and promotion of student ensembles
- Support the ensembles in running rehearsals, music purchase, fee collection and other administration
- Support the Music Programme Producer in maintaining safe working practice for rehearsals and performances in line with the series' health and safety processes
- Support the Music Programme Producer in processing and filing health and safety documentation relating to the series
- Oversee the Forged in Sheffield student membership and ensemble schemes
- Produce and maintain event management databases ensuring all information is accurate and update work progress regularly. You will be trained in use of Artifax, our event management software.
- Collate, edit and print information for printed event programmes
- Act as Duty Manager at Lunchtime, Rush Hour and ensemble concerts
- Respond to customer enquiries via email, telephone and in person
- Support promotional activity including flyer distribution
- Organise the booking of portering, transport and AV hire
- Any other duties delegated by your line manager in support of the continuing operation of University of Sheffield Concerts or wider Performance Venues activity
- Additional projects and support of the Enable US programme in administrative tasks if capacity allows. Any activity in support of the Enable US programme would be essentially equivalent to the various responsibilities listed above, but on an occasional ad-hoc basis.

*Person Specification:*

- Demonstrable passion towards music performance, outreach, the arts and community music making
- Proven communication skills, both written and verbal, to deal effectively with artists, staff, external partners and customers
- Ability to manage workload balance between jobs and university study
- Professional attitude, punctuality and commitment to your work
- Good proofing skills and attention to detail

- Excellent interpersonal skills, with the ability to communicate and build relationships with people at all levels, engaging with public audiences and key contacts
- Excellent organisational skills with a flexible, can-do attitude and approach to work
- Ability to work effectively both independently and as part of a team
- Ability to follow health and safety processes, and willingness to work safely in a public facing environment
- Enthusiasm for safe working practices, and ability to adapt to new objectives quickly and professionally

As this is an internship role, we do not expect candidates to have all of the above skills, and these form only part of our criteria for candidate selection. We will provide training where required on the job.

## 4 **JOB OUTLINE**

Job title: Curated Programmes Officer: Operations and Administration

Reports to: Music Programme Producer

Appointment: 2024-25 academic year (with a probationary period of 2 months starting in October)

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

Hours: This is flexible work, with an average of 10 hours per week during semester.

Pay Rate: £12.17 an hour plus holiday pay (Grade 3.3)

Deadline for applications - 11pm, 8 May 2024

Interviews will be held 16 & 17 May 2024

Should no appropriate candidates be found, we will recruit for this position in October 2024

[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.

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**

Starting with the most recent, please provide details of all qualifications, including details of any current study and predicted results.

Name of educational establishment	Dates of attendance	Qualifications obtained, attainments, examinations pending	
		Subject/qualification	Result

**5c****PREVIOUS EMPLOYMENT AND WORK EXPERIENCE**

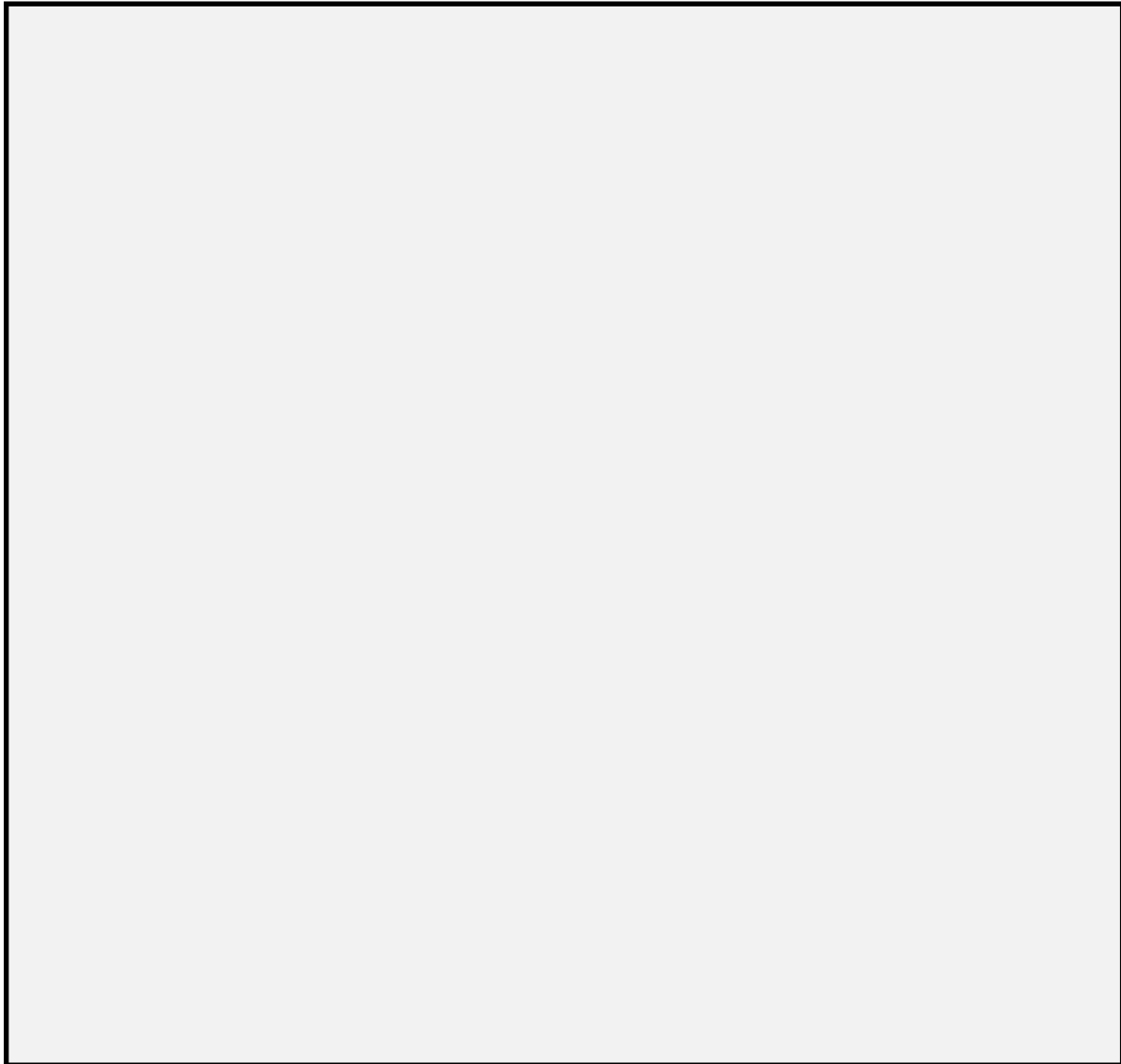
Starting with the most recent, please provide details of any relevant work experience, employment, and volunteering experience.

Name and address of organisation	Dates of employment, engagement	Job title	Brief description of role/responsibilities

**5d**

**PERSONAL STATEMENT AND SUITABILITY FOR THE POST**

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.

A large, empty rectangular box with a black border, intended for the applicant to write their personal statement and reasons for applying for the position.

**6e**

**ADDITIONAL INFORMATION - OVERSEAS EMPLOYMENT AND EDUCATION**

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.

--

**5e**

**REFERENCES**

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.

At least one referee must be a current personal tutor or departmental contact if you are a current student and will be studying during the year you would be working for us.

Referee 1	Referee 2
May we contact prior to interview?  YES <input type="checkbox"/>  NO <input type="checkbox"/>	May we contact prior to interview?  YES <input type="checkbox"/>  NO <input type="checkbox"/>

**5f**

**DECLARATION**



I confirm that the information I have given on this application form is true and correct to the best of my knowledge

Signed:

-----

Date:

-----

Please return your completed application to:

Email: [concerts@sheffield.ac.uk](mailto:concerts@sheffield.ac.uk)

We do not accept paper applications.

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](mailto:concerts@sheffield.ac.uk), or telephone Nick Potter (Music Programme Producer) directly on [07864603487](tel:07864603487) (mobile) or [01142220492](tel:01142220492) (office).

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