

## JOB DESCRIPTION

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Job title:	Concerts Intern
Reports to:	Orchestra Manager
Appointment details:	6-month voluntary placement (3 days a week)

### **Main objectives of the post**

The Concerts Internship provides an excellent opportunity to gain experience in all aspects of orchestral administration.

The successful candidate will work closely with the Head of Artistic Planning and Orchestra Manager, assisting with the administration and implementation of concert planning and other work undertaken by the department.

### **Person Specification**

The Concerts intern will be creative and proactive with the drive and ambition to develop a career in the arts. Able to work on their own initiative, the ideal candidate will have a strong eye for detail, a positive approach and the confidence to put forward their own ideas when appropriate.

### **Key areas of work & responsibilities**

- Researching the hire of music and assisting the orchestra manager with other library related tasks
- Scheduling and assisting with the booking of rehearsal venues
- Attending concerts in Manchester and elsewhere within the UK, and assisting as requested both backstage and front of house
- Inputting information into relevant databases
- Generally assisting with the maintenance of the department's filing systems (electronic and paper)
- Assisting with gathering artist information and drawing up contracts
- Researching other venues and promoters
- Assisting in the running of the musician in residences projects
- Providing administrative support to the Head of Artistic Planning, Orchestra Manager and General Manager
- Helping to greet soloists and visitors
- Carrying out other related tasks as requested

### **Essential skills, knowledge & experience**

Degree level qualification

Ability to read music

Strong eye for detail

Good general knowledge of music and orchestral repertoire

Excellent verbal and written communication skills

ICT literacy

Ability to work in a team

Willingness to work unsociable hours during the week and on the weekend

### **Desirable skills, knowledge & experience**

Previous office experience

Database knowledge

Understanding of orchestrations and procedures for arranging of orchestral music

### **Background information**

Manchester Camerata is committed to using the inspirational power of live music to transform lives and we celebrate our unique position as a chamber orchestra to deliver this in the twenty first century.

Manchester Camerata's concert and learning work are both motivated by the pursuit of artistic excellence. Ideas from both strands of work flow freely to inform and influence our approach which is characterised by intimacy, immediacy and passion.

Our work reflects the creativity and energy for which our home city of Greater Manchester has become known throughout the world, and we will exploit our versatility and drive to bring live music to all parts of the Northwest and beyond.

### **Core Values**

Creativity ♦ Excellence ♦ Commitment ♦ Accessibility

### **Manchester Camerata Internships**

Manchester Camerata first introduced its internship programme in the summer of 2007, with the aim of offering valuable hands-on experience to creative and proactive people with a keen interest in a career in the field of orchestral administration. The initial internship position was based in the Learning and Participation department, but due to the overwhelming success of the first internship, the scheme was widened to offer opportunities within the Concerts, Marketing and Development departments. Previous Interns with Manchester Camerata have gone on to secure full time positions with major arts organisations such as the **Royal Opera House, Royal Exchange Theatre and Leeds International Concert Series.**

### **10 Key Facts about Manchester Camerata**

- Founded in 1972 the Camerata is one of the UK's premier chamber orchestras and Chamber Orchestra in Residence at Manchester's Bridgewater Hall
- Music Director is Douglas Boyd, Permanent Guest Conductor is Nicholas Kraemer and Principal Guest Director is Gordan Nikolitch
- Manchester Camerata performs throughout North West, Yorkshire, Staffordshire and Wales
- The orchestra recently embarked on a long term project to record all 9 Beethoven Symphonies. Beethoven Symphonies nos 4 & 7 were released in September 2008 and Symphonies nos 1 & 3 were released in Autumn 2009.
- Manchester Camerata received its first live concert broadcast on BBC Radio 3 in October 2004 and has been frequently broadcast ever since, including on BBC Radio 3's Discovering Music programme.
- Manchester Camerata runs an award-winning programme of Learning & Participation work.

- Manchester Camerata is partner in residence at the RNCM, a unique partnership which is the first of its kind in the UK. A flourishing programme of collaborative work benefits students, musicians, audiences and communities throughout Manchester and the Northwest.
- During 2008/09 Manchester Camerata presented over 360 concerts, workshops and events to more than 60,000 people.
- Manchester Camerata's ongoing partnership with the Bank of America Foundation to deliver a learning residency in Chester in association with Chester Festivals, is one of the largest arts sponsorships in the UK. In 2007 Manchester Camerata was also awarded the Arts & Business "Bravo" Award for Sustainability, for its long term partnership with sponsor, Air Products plc.