

JOB DESCRIPTION

Job title:	Learning and Participation Intern
Reports to:	Head of Learning and Participation
Appointment details:	6-month voluntary placement (3 days per week)

Main objectives of the post

The Learning and Participation Internship provides an excellent opportunity to gain experience in all aspects of orchestral administration, with a particular emphasis on our Learning and Participation (education) programme.

The successful candidate will work with the Head of Learning and Participation assisting with the administration and implementation of projects and other work undertaken by the department.

Key areas of work & responsibilities:-

Project Administration

- Scheduling: assisting with the booking of venues, musicians and workshop leaders; recruiting participants and producing and disseminating project information
- Assisting with the running of workshops and events, and attendance at these as appropriate
- Assisting with the production of copy for print work and information for the website
- Assisting with the collation of evaluation and statistics
- Assisting with player payments

General Administration

- Co-ordinating meetings
- Assisting with the maintenance of the department's filing systems (electronic and paper)
- Providing administrative support to the Head of Learning and Participation
- Carrying out other related tasks as requested

Essential skills, knowledge & experience

Degree level qualification

Good general knowledge of music and orchestral repertoire

Excellent verbal and written communication skills

ICT literacy

Ability to work in a team

Desirable skills, knowledge & experience

Previous office experience

An understanding of the National Curriculum

Learning and Participation Mission Statement

Through our Learning and Participation work we aim to provide an innovative and inspiring programme of projects and workshops for all our communities and stakeholders. We do this by:

- Promoting music and Manchester Camerata as a compelling resource for creative learning;
- Actively promoting the relevance and importance of the chamber orchestra repertoire by challenging preconceptions and pushing boundaries, adopting different approaches to suit a range of settings;
- Developing and encouraging learning and creativity in all our musicians and participants;
- Achieving excellent partnerships in schools, community organisations or other groups and developing sustainable working practices;
- Continuing to develop our skills as musicians in the community and keeping abreast with new thinking and approaches locally, nationally and internationally

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 pro-active 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 no.4 & no.7 were released in September 2008 and Symphonies no.1 & no.3 was 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 2009/10 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.