



Freelance Music Centre Assistant Job Description

Bristol Beacon's Creative Learning and Engagement (CLE) team, run weekend and evening Music Centres across the city, offering young people the chance to play and perform together. The Centres are held at locations across Bristol and timings below are example session times. The Music Centre Assistant will need to arrive at the music centre 30 minutes before the session, in time to welcome the first child, and leave when the session is complete, after the last child has been collected, administration processes have been completed and any session equipment has been packed away.

Current Music Centre sessions timetable: (These sessions may be subject to change, there is no guarantee of work, and you may be offered work at any of the Music Centres):

Most sessions are between 3pm - 8pm, the place of work varies, usually weekdays, mainly at Beacon Music Centre. Saturday mornings are at Beacon Music Centre and Bristol Cathedral Choir School so Music Centre Assistants need to be available at weekends and able to travel to these locations to take this work.

Senior Ensembles Centre

Bristol Cathedral Choir School, College Square, BS1 5TS

Saturday mornings

Junior Ensembles Centre

Beacon Music Centre, Stanton Road, Southmead, BS10 5SJ

Saturday mornings

Monday – Thursday

Beacon Music Centre, Stanton Road, Southmead, BS10 5SJ

Bristol Beacon, Trenchard Street, BS1 5AR

Afternoons and at other times by arrangement

Bristol Youth Choir

Beacon Music Centre, Stanton Road, Southmead, BS10 5SJ

Friday evenings

Bristol Youth Studios

Access Creative College, All Saints Street, Bristol, BS1 2LZ

Tuesday evenings

Scope of Work:

Music Centre Assistants are responsible for implementing administration processes, supporting the Music Centre Practitioners and providing a reception, registration and signposting service at the designated Music Centre. This will include:

- Ensuring all young people sign in and out at the start/end of each session.
- Monitoring entry and exit of the building to ensure only authorised people enter the premises.
- Liaising with the relevant Ensembles Coordinator to ensure that a weekly register is available.
- Liaising with the relevant Ensembles Coordinator to ensure that all administrative matters are up to date.
- Liaising with the relevant Ensembles Coordinator regarding all music centre matters, such as parent enquiries.
- Liaising with the CLE team to ensure that up to date contact details are held for every young person/their parents participating at a Music Centre and that these are held securely and destroyed as necessary.
- Assist with the management of participants during breaks.
- Be an appointed First Aider, and ensure adequate first aid materials are available on site (training will be provided).
- Working with other admin assistants, ensure all Music Centre staff are aware of fire evacuation procedures. Information to arrange fire drills will be passed to you from our Ensembles Coordinators.
- Ensure all participants are collected at the end of the sessions, and contact parents where this is not the case.
- To provide occasional ad-hoc additional support such as exam stewarding, page turning if available and required.
- Where needed provide support with schools work and support with concerts, including stewarding, chaperoning and admin support in relation to concerts.
- Where appropriate you may be asked to provide ad-hoc support with sectionals and other related ensemble activities (i.e. music library support etc).
- Adhere to the Bristol Beacon Code of Conduct.
- Adhere to Bristol Beacon Safeguarding measures and procedures in line with the Bristol Beacon Safeguarding Policy and Handbook (training will be provided).
- The Music Centre Assistant may have to open and close the building at the designated Music Centre.
- At the Beacon Music Centre, the Music Centre Assistant may be responsible for locking and alarming the building at the end of the session.
- Assist with the set-up of rooms and spaces at Beacon Music Centre or other locations, including setting out chairs & music stands, instruments such as orchestral percussion, and basic tech equipment.
- Assist and prepare refreshments as required.
- Any other duties as required in relation to the role.

Essential Criteria for the Music Centre Assistant role:

- Experience of working with children and young people (ideally applicants will have this, but we can provide some training and guidance for applicants who have other elements of the criteria).
- An up-to-date enhanced DBS check (Bristol Beacon can support freelance staff to get a DBS check, but the freelance staff member is responsible for payment).
- Recent Child Protection training is desirable, but not essential, training can be provided
- An interest in and experience of music education.

Desired Criteria for the Music Centre Assistant role:

- Confident working with young people on a 1:1 basis.
- Musical knowledge, e.g. familiarity with and basic understanding of common instruments etc.
- Experience with Music Technology and the ability to do basic troubleshooting with computers/software/devices and sound equipment such as PA systems, microphones, guitar amps, USB audio interfaces etc.
- Car driver with a full clean driving licence – we require a car driver to be able to drive our company van.
- Over 25 – this is a requirement to drive our company van.

Background Information:

Bristol Music Trust

Bristol Beacon is a music charity, renowned venue, and award-winning music education hub. We're here to help make space for music every day, with everyone. We do this through a remarkable programme of live music performance, participation, and education. Our vision is to unite people through the joy of live music and believe that doing so has the power to create a better society for all of us.

Part of Bristol's cultural heritage for 150 years, Bristol Beacon has hosted some of the world's greatest musicians from Ella Fitzgerald to The Beatles to London Symphony Orchestra. We strive to be a symbol of hope and community, a focal point for music and a place of welcome, warmth and light.

Operated by Bristol Music Trust since 2011, in 2018 we embarked on a major capital transformation of our venue to create a world-class concert hall for the city and region, with accessibility and inclusion at its core. Hailed as one of the most significant investments in cultural infrastructure in the UK in recent times, we reopened in November 2023 with a programme that included landmark commissions, celebrations of Bristol artists and performers, star names in music and comedy, and a blockbuster Orchestral season. With an ambitious ongoing programme of concerts, gigs, festivals, conferences and more, and with new spaces dedicated to education and talent

development, we anticipate hosting 800 events and welcoming 400,000 visitors per year from across Bristol, the Southwest and internationally.

As an organisation we are equally and increasingly recognised nationally for our work to grow music education and participation. We have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music Education Hub lead for Bristol, we deliver the National Plan for Music Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led Transformation Promise programme is backed by strategic funding partners and includes working with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

We are showing further sector leadership through our sustainability commitment to become the first UK concert venue to achieve Net Zero.

We achieve all of this through the work of our vibrant and dedicated staff team. We aspire to reflect the city of Bristol and its people; we value individual difference and place great importance on inclusion, wellbeing, and staff engagement, so that our team can be their best selves at work.

Creative Learning & Engagement

Creative Learning & Engagement (CLE) is responsible for three areas of work: Bristol's Music Education Hub, Community Engagement, and Industry Development

Since 2013 Bristol Beacon's Music Education Hub has made significant progress toward achieving its vision of making Bristol the 'UK Capital of Young People's Music'. Our award-winning education programmes for young people are set to expand to reach Bristolians of all ages and all backgrounds.

At the heart of our work is great music making and learning. Our programme sets out to encourage participation, engender a sense of civic pride and instil a lifelong love of musical culture. With three prestigious awards in two years from the Music Education Council (MEC) and Music Teacher Awards for Excellence, including winning the Major Prize for best music education hub, our work is gaining national recognition.

Of equal importance is our Community work working with partners such as Paraorchestra and the National Open Youth Orchestra to support work with disabled musicians as well as our work with care leavers and growing health and well-being work. Our Industry work seeks to create programmes to support a pipeline of young emerging artists working in partnership with other organisations in the music industry.

As the transformation of Bristol Beacon comes into focus, a sharper vision for learning and engagement will be required; one that underpins Bristol Beacon's revised strategic priorities and engages all the communities of Greater Bristol and beyond. Looking ahead, CLE will work in close partnership with the Programme team to further integrate education and engagement activities into the creative output of Bristol Beacon –

maximising the opportunities made possible through a world-class live music programme.

Special Conditions

Our music centres take place in the evenings during the week and at weekends during term time, and you will be offered work during these times, however some events or music centres may take place at either times e.g. a summer school workshop.

We will offer and agree work in advance with you in accordance with these requirements and offers of work will be provided to you on StaffSavvy, our online rostering system.

This role involves working with children and young people and is subject to our Safeguarding processes, post holders will require an enhanced DBS check.

Other Duties

The role holder will carry out any other duty that is reasonably required.

Place of Work

Music Centres around the city as described above, including Beacon Music Centre and Bristol Beacon, you may from time to time be offered work at other settings around the city, for example schools/venues/concert settings.

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