



Part of



University of  
Nottingham  
UK | CHINA | MALAYSIA

## Role Description

**Title:** Arts Administration (Ensemble) Traineeship

**Traineeship Period:** 10 October – 16 December 2022  
30 January – 23 June 2023

**Payment:** £9.50 + holiday pay (total approximately 70 hours during the Traineeship period)

**Hours of Work:** Average of 4 hours per week in the office and in rehearsals as well as attendance at University Philharmonia and/or University Choir concerts.  
University Philharmonia rehearses over weekends; University Choir rehearses one evening per week, plus occasional weekends.

**Place of Work:** A hot-desk facility is available for use by trainees in Lakeside's Pavilion-based office.

University Choir and Philharmonia rehearse in the Djanogly Recital and/or Rehearsal Hall, based in the Music Department.

**Responsible to:**

Catherine Hocking	Head of Music Programmes	Lakeside
-------------------	--------------------------	----------

**Key Relationships:**

TBC	Creative Programme Administrator	Lakeside
Philharmonia Director	Jonathan Tilbrook	Freelance
Choir Director	Calum Fraser	Freelance
Choir Repetiteur	Rob Challinor	Freelance

### Nature of Traineeship

The Traineeship programme is designed to provide relevant vocational work-based experience in ensemble administration, under the guidance and direction of the Lakeside Head of Music Programmes and Administration Assistant.

### Aims of Traineeship

To offer relevant job-related training and linked practical experience in the administration, management and promotion of the University Philharmonia and University Choir, under the guidance and support of the Lakeside Head of Music Programmes.

0115 846 7777 | [lakesidearts.org.uk](http://lakesidearts.org.uk)  
Lakeside Arts, University Park, Nottingham, NG7 2RD, United Kingdom

The University is a body corporate incorporated by Royal Charter with Registered Number RC000664

## **Learning Goals**

To develop an understanding of the organisation and management involved in the running of University Choir and University Philharmonia.

To gain experience working with professional musicians and large numbers of student and community musicians to ensure a productive rehearsal process and successful concerts as a result of effective organisation.

To gain experience working closely with a professional music administration team and freelance conductors. To develop skills and knowledge that will provide an understanding of the management procedures required for the smooth running of rehearsals and concerts.

## **Outcomes**

Trainees will have gained practical and demonstrable experience in the following key areas:

- Choir/orchestra management
- Concert/event management
- Music librarianship
- Programme compilation
- Ensemble concert promotion

Trainees will have had the opportunity to develop the following key skills:

- Oral and Written Communication skills
- People management
- Problem-solving
- Flexibility
- Self-motivation
- Proof-reading
- Accurate record-keeping/data base maintenance

Trainees will have had the opportunity to develop the following job-related knowledge:

- PRS returns
- Licensing requirements linked to web-materials/other
- Programme note-preparation and compilation
- Sound knowledge of sources and procedures for music hire
- Operational requirements for staging orchestral/choral concerts

The above experience and skills will demonstrate to employers their potential suitability to undertake jobs in music/arts administration

## **Activities: University Philharmonia – 2 Traineeships**

### **Core aims and responsibilities**

Responsible to: Jonathan Tilbrook, University Philharmonia Conductor

Assist the Administration Assistant and Conductor in the management of University Philharmonia which may involve the following tasks and responsibilities:

- **Orchestral management**
  - Setting up and striking rehearsals; liaising with the conductor to make stage plans for concerts
  - Organising teams of helpers to assist with moving equipment from the Music Department to concert venue
  - Personnel management – door-keeping for rehearsals; contacting players who are late/absent
  - May be involved with programme note writing under the direction of Head of Music Programmes
  
- **Librarianship**
  - Sourcing music for hire
  - Numbering parts; making practice copies where insufficient originals exist
  - Bowing string parts
  - Allocating music to individual students ready for collection from the Box Office
  - Contacting students who have not returned music to the Box Office; ensuring complete sets returned to music library
  
- **Publicity/print**
  - Writing copy for flyers, posters, media releases
  - Liaising with Lakeside marketing team about opportunities for publicising concerts – e.g. student radio, music society websites, social media websites; assist with poster distribution
  - Collating orchestra list and providing to Lakeside Marketing two weeks before the concert
  
- **Concert management**
  - Assisting the Head of Music Programmes and Assistant in the operational logistics of managing on- and off-campus concerts
  - Assisting Music Assistant with management of performers and artists on performance days
  - Reviewing concert budget to gain an understanding of the costs involved with putting on concerts
  
- **Advocacy**
  - To be advocates for University Philharmonia within the student community

## **Activities: University Choir – 2 Traineeships**

### **Core aims and responsibilities**

Responsible to: Administration Assistant & University Choir Director

Assist the Administration Assistant and Director in the management of University Choir which may involve the following tasks and responsibilities:

- **Choir management**
  - Setting up for choir rehearsals in the Rehearsal Hall 4.30-5pm Tuesdays
  - Door-keeping 6-6.45pm for non-music student members
  - Maintain weekly attendance register through Tessitura (including Ensemble Performance module students), following up non-attendance
  - Assisting with setting up and managing the choir in the concert venue
  - Appointing soprano, alto, tenor, bass choir reps
  
- **Librarianship**
  - Numbering vocal scores
  - Liaising with Head of Music Programmes and Box Office team in maintaining record of vocal score distribution on Tessitura
  - Contacting members who have not returned their scores to the Box Office
  - With Director – preparing information on works for distribution to the choir
  
- **Publicity/print**
  - Writing copy for flyers, posters, media releases
  - Liaising with Lakeside marketing team about opportunities for publicising concerts – e.g. student radio, music society websites, social media websites; assist with poster distribution
  - Collating choir list and providing to Lakeside Marketing two weeks before the concert
  
- **Advocacy**
  - To be advocates for University Choir within the student community