

Role Description

Title: Arts Management Ensemble Traineeship

Traineeship Period: 03 October – 12 December 2025
26 January – 19 June 2026

Payment: £12.18+ holiday pay (total approximately 50 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 and Chamber Choir concerts.

University Philharmonia, University Choir and Chamber Choir rehearse weekly on Tuesdays, 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
László Rózsa

Head of Music Programmes
Director of Performance

Lakeside Arts
Department of Music

Key Relationships:

Harry Lai
Rachel Parkes
Rob Challinor

Philharmonia Director
Choir Director
Choir Repetiteur

Freelance
Freelance
Freelance

Nature of Traineeship

The Traineeship programme is designed to provide relevant vocational work-based experience in ensemble management under professional guidance and direction. In addition you will become a key member of the University Philharmonia/Choirs Management Team, which will give you the opportunity to actively shape the artistic profile of the ensembles.

Aims of Traineeship

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

Learning Goals

To develop an understanding of the organisation, management, and creative decision-making processes involved in the running of University Choir, Chamber 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.

Gain specific industry experience and knowledge through invitation-only access to BBC Concert Orchestra management staff and be key members of operational team supporting the delivery of the BBC Concert Orchestra residency projects.

Outcomes

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

- Choir/orchestra management
- Concert/event management
- Artistic planning
- Concert programming
- Music librarianship
- Concert programme production
- Ensemble marketing and promotion
- Ensemble advocacy

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

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

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

- 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 management.

Activities: University Philharmonia – 2 Traineeships

Core aims and responsibilities

Responsible to: Professional members of the Philharmonia Management Team & University Philharmonia Director

Be part of artistic planning meetings and assist in the management and of University Philharmonia which may involve the following tasks and responsibilities:

- **Orchestral management**
 - Setting up and striking for orchestra rehearsals in the Rehearsal Hall for 6.30pm rehearsal start Tuesdays
 - Personnel management: door-keeping for rehearsals 6-6:45 for non-student members & contacting players who are late/absent
 - Maintaining weekly attendance register following up non-attendance
 - Communicating regularly with students via email/phone/social media about updates, music collection/return, concert/rehearsals information and responding to students' queries
 - Refer students with welfare needs or individual adjustments which have to be met to the appropriate member of staff
 - Work collaboratively with other arts management trainees and liaise with marketing-focus trainee to devise a programme of regular social activity to ensure all members feel a sense of community
- **Librarianship**
 - Sourcing music for hire
 - Numbering parts & making practice copies, where insufficient originals exist
 - Copying string part bowings
 - Allocating music to individual students ready for collection from the Box Office
 - Liaising with professional members of Philharmonia Management Team and Box Office team in maintaining record of orchestral score distribution
 - Contacting members 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
 - May be involved with programme note writing under the direction of professional members of the Philharmonia Management Team
 - Liaising with Lakeside Arts Marketing & Comms team and marketing-focus trainee about opportunities for publicising concerts
 - Collating orchestra list for programme and providing this to Lakeside Arts Marketing two weeks before the concert
- **Concert management**
 - Assisting the professional members of the Philharmonia Management Team in planning and delivering the operational logistics of managing on- and off-campus concerts
 - Liaising with the conductor to make stage plans for concerts
 - Organising teams of helpers to assist with moving equipment from the Department of Music to concert venue and assisting with setting up at the concert venue
 - Managing performers and artists on concert days
 - Reviewing concert budget to gain an understanding of the costs involved with putting on concerts
- **Advocacy**
 - To be advocates for University Philharmonia

Activities: University Choirs – 2 Traineeships

Core aims and responsibilities

Responsible to: Professional members of the Choirs Management Team & University Choirs Director

Be part of artistic planning meetings and assist in the management and of University Choir and University Chamber Choir which may involve the following tasks and responsibilities:

- **Choir management**
 - Setting up and striking for choir rehearsals in the Recital Hall for 5pm rehearsals start Tuesdays
 - Personnel Management: door-keeping 6-6.45pm for non-music student members contacting singers who are late/absent
 - Appointing soprano, alto, tenor, bass choir reps
 - Maintain weekly attendance register in conjunction with section reps
 - Communicating regularly with choir members via email/phone/social media about updates, music collection/return, concert/rehearsals information and responding to member queries
 - Refer students with welfare needs or individual adjustments which have to be met to the appropriate member of staff
 - Work collaboratively with other arts management trainees and liaise with marketing-focus trainee to devise a programme of regular social activity to ensure all members feel a sense of community
- **Librarianship**
 - Sourcing music for hire
 - Numbering vocal scores & preparing information on works for distribution to the choir
 - Allocating music to individual students ready for collection from the Box Office
 - Liaising with professional members of Choir Management Team and Box Office team in maintaining record of vocal score distribution.
 - Contacting members who have not returned their scores to the Box Office; ensuring complete sets returned to music library
- **Publicity/print**
 - Writing publicity copy, media releases
 - May be involved with programme note writing under the direction of professional members of the Choirs Management Team
 - Liaising with Lakeside Arts Marketing & Comms teams and marketing-focus trainee about opportunities for publicising concerts
 - Collating choir list of soprano, alto, tenor and bass singers and providing this to Lakeside Arts Marketing two weeks before the concert
- **Concert management**
 - Assisting the professional members of the Choirs Management Team in planning and delivering the operational logistics of managing on- and off-campus concerts
 - Liaising with the conductor to make stage plans for concerts
 - Organising teams of helpers to assist with moving equipment from the Department of Music to concert venue and assisting with setting up at the concert venue
 - Managing performers and artists on concert days
 - Reviewing concert budget to gain an understanding of the costs involved with putting on concerts
- **Advocacy**
 - To be advocates for University Choir & University Chamber Choir

Activities: University Philharmonia & University Choirs – 1 Marketing-Focused Traineeship

Core aims and responsibilities

Responsible to: Professional members of the Philharmonia & Choirs Management Team, designated professional team member of Lakeside Arts Marketing and Comms Team & University Philharmonia and Choirs Directors

Be part of artistic planning meetings and assist in the marketing of University Philharmonia & University Choirs which may involve the following tasks and responsibilities:

- Campaign planning in conjunction with Lakeside Arts Marketing and Comms & Advocacy teams
- Liaising with Lakeside Arts Marketing and Comms & Advocacy teams on recruitment for ensembles
- Managing designing content for the social media pages of the ensembles
- Liaising with BBC Concert Orchestra regarding social media promotion for Universities for Nottingham concerts
- Work with Philharmonia & Choir Trainees, Conductors to deliver podcasts, online promotional content, editorial content for internal and external promotion of ensemble activities
- Run marketing campaigns to attract audiences and help achieve audience targets
- Take leadership and work collaboratively with all arts management trainees to devise a programme of regular social activities for the ensembles to ensure all members feel a sense of community