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HUB**

STEP

BBC

BBC Music Learning Trainee

Learning team for the BBC London Orchestras & Choirs

Location of role: London W1

Placement hours: 35 hours per week

Placement length: 12 months

Salary: London Living Wage

About the BBC

The BBC is the world's leading public service broadcaster. Funded primarily through the television license fee, the BBC provides audiences in the UK with high quality and distinctive services across television, radio and online. Our aim is simple – to enrich people's lives with programmes and services that inform, educate and entertain by being the most creative organisation in the world.

In 2025 the BBC will open new studios at East Bank, a purpose-built home for some of the BBC's best loved music output. The BBC Symphony Orchestra and Chorus, the BBC Singers, BBC Introducing and BBC Rock and Pop will work from the new studios; where performances, recordings and broadcasts of a diverse mix of live music will be made for audiences across Radio 1, 1Xtra, Radio 2, Radio 3 and 6Music.

This role will be part of the Learning team for the BBC Proms, BBC Symphony Orchestra and Chorus, BBC Singers, and BBC Concert Orchestra. This team manages the live and digital music education programmes for these groups as well as national programmes BBC Ten Pieces, BBC Young Composer and BBC Open Music. This team oversees the Learning and Community Engagement programmes for BBC East Bank, which focuses on schools, community, and skills and training for young people entering the creative industries.

About the role

This role will support the Learning team to deliver live music events and community, schools and youth programmes, as part of the BBC's East Bank programme. This will include building relationships with the East London community including arts organisations, schools, community groups and music services/hubs. You will also support the Learning team to administrate other music education programmes.

You will develop your skills and experience in project management, developing music education programmes and live events, creating digital content and supporting broadcast content and activity. You will have the opportunity to develop your confidence and experience in communication, organisation, problem solving and teamwork.

You will also have the opportunity to undertake placements in other teams working on BBC East Bank, such as Radio 3 Production, BBC Introducing and the East Bank Programme Team, developing your experience and contacts in radio broadcasting, live events and project management.

Tasks and Responsibilities:

- Administration of projects from research and planning through to delivery including creating schedules, databases and project plans
- Build relationships with schools, young people, arts and community organisations and audiences
- Support teams with project evaluation including writing surveys, collating and presenting data and feedback
- Working as part of teams to research, generate and develop creative ideas and plans

- Support Digital, Marketing and Communications teams to engage with audiences including database management, social media, online content and campaigns
- Assist on live and online events including workshops, concerts and live broadcasts

Skills and experience

We are looking for someone who shares our passion for bringing music to the widest possible audience. You are:

- Excited about music and live events and want to share your enthusiasm and experience of living in East London with others
- A good communicator, able to share your passion, ideas and knowledge with others
- Able to work creatively, bringing your own ideas and building on other people's
- Have good organisational and IT skills
- Keen to develop skills in administrative systems and tools, including Microsoft Word, Excel, Outlook, Teams and PowerPoint
- Keen to develop your experience in project management, audience engagement and working on live events
- Curious about the impact and creative use of social media
- Keen to make the most of the opportunities for career development, mentoring and networking at the BBC

About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

How to apply

Complete our STEP application form by 5pm on Sunday 30th March 2025, you can upload video or audio responses.

[STEP application form](#)

For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthhub@anewdirection.org.uk

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>

