



**A NEW
DIRECTION**
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**GOOD
GROWTH
HUB**

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STEP

The Role: BBC Music Learning Trainee (BBC Proms, Orchestras & Choirs)

Salary: London Living Wage + BBC London Weighting (currently £5,441 per annum)

Hours: 35 hours per week

Location of Role: London, W1A (with occasional travel to East London and other locations)

About the Organisation:

The BBC is the world's leading public service broadcaster. We're impartial and independent, and every day we create distinctive, world-class programmes and content which inform, educate and entertain millions of people in the UK and around the world. Funded primarily through the television licence fee, the BBC delivers high-quality, trusted services across television, radio and digital platforms.

In the coming years the BBC will be opening a new, purpose-built music studio at East Bank on the Queen Elizabeth Olympic Park, forming a major cultural hub in East London. This state-of-the-art facility will be home to the BBC Symphony Orchestra & Chorus and BBC Singers, while also hosting a wide range of recording

sessions and live performances spanning multiple genres. Alongside its performance spaces, the site will deliver an ambitious programme of learning, outreach and partnerships with organisations across the East Bank cultural district.

About the role

This role forms part of the Learning team for the BBC Proms, BBC Orchestras & Choirs. We aim to inspire a love of orchestral and choral music for the widest possible audience, working with people on all kinds of musical journeys and prioritising those who may not see an obvious pathway into music as a listener, performer or creator. We run national programmes including BBC Ten Pieces, BBC Young Composer, BBC Open Music and BBC Get Singing, as well as delivering learning and engagement programmes that connect with schools, young people and communities in East London.

Tasks and responsibilities will include:

- Supporting the administration of music education projects from planning through to delivery, including creating timelines and schedules, coordinating with musicians, booking venues & couriers
- Assisting with live and online events including workshops, concerts and live broadcasts
- Building relationships with schools, young people, arts and community organisations and audiences
- Supporting teams with project evaluation including writing surveys, collecting feedback and collating data to help track our impact
- Monitoring and responding to queries across shared inboxes
- Collaborating with teams to research, develop and shape creative ideas and project plans
- Supporting digital, marketing and communications activity including creating newsletters, helping with content capture, updating online materials and managing our photo database

Please note that this role will require occasional evening and weekend work, plus some travel outside of London and overnight stays.

Essential skills & behaviour

- A strong passion for making music accessible to the widest possible audiences
- A keen interest in developing skills in project management, audience engagement and live event delivery
- Strong organisational skills, with the ability to effectively manage tasks, timelines and deadlines

- Excellent communication skills and experience working collaboratively with a wide range of people
- Experience of working with Microsoft Word, Excel and Outlook, and confidence in learning and adapting to new digital tools
- A creative and imaginative approach to engaging and growing diverse audiences through live and digital content
- A proactive attitude towards learning, with a willingness to take advantage of the career development opportunities at the BBC

How to apply

Complete our STEP application form by 5pm on 12 July, 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>