



British Youth Music Theatre

Role Description and Person Specification

Title	Music Coordinator
Responsible to	Casting & Young Company Manager
Internal Relations	<ul style="list-style-type: none">• Creative Director, Producer, Marketing Manager, Finance Manager
External Relations	<ul style="list-style-type: none">• Arts companies, educational providers and private individuals• Young people and their parents
Role	<p>BYMT's Music Coordinator is an integral part of the recruitment and casting process for our Productions, involving actor musicians and pit band musicians. The role provides knowledge and administrative assistance to our young musicians, freelance professional musicians, composers and Musical Directors. Duties will include:</p>
Pre-Season (March to July)	<ul style="list-style-type: none">• Liaising with the season's composers and musical directors to establish exact instrumental requirements and setting expectations of BYMT's young musicians• Contacting the existing musician pool for interest in auditioning for the coming season• Establishing relationships with junior conservatoires, specialist music schools in the state sector, mainstream secondary schools with music specialisms/interest and youth music organisations• Researching and providing outreach opportunities to musicians from underrepresented groups/areas or with protected characteristics.• Encouraging young musicians to sign up to audition for BYMT shows• Organising and running musician auditions alongside Casting & Young Company Manager• Watching online musician auditions and marking them (audition footage needs to be specifically made for BYMT, rather than footage of previous performances)• Allocating instrumentalists onto BYMT productions with the Casting & Young Company Manager (ensuring there is clarity from young musicians about styles and genres they have experience in and are comfortable with)• Using and updating the existing BYMT database of Universities and Music Colleges to engage MD/composers in the Creative Work Placement scheme• Assisting the Production Assistant with interviewing applicants to the BYMT Creative Work Placement scheme for Assistant Musical Directors (AMDs) and allocating successful interviewees onto the productions• Ensuring musicians have all the information needed to join residential rehearsals in preparation for their show• Ensuring composers and Musical Directors know the make up of

	<p>their band in good time in order for musical arrangements to be written for the correct instruments</p> <ul style="list-style-type: none"> • Liaising with the BYMT staff Production team to ensure all musical equipment hires are in line with the needs of each production • Liaising with parents & young people over musical issues • Identifying gaps and ensuring further recruitment if needed • Liaising with the Producer & Production Assistant to secure any professional musicians needed for productions (one allocated per production)
During season (July-Aug)	<ul style="list-style-type: none"> • Trouble shooting musician complications during summer season and supporting musical directors • On call for Musical Director, Assistant Musical Director or Musician, should the need arise
Post Season (Sept)	<ul style="list-style-type: none"> • Ensuring all musicians are involved in feedback and their responses are noted • Attending season debrief and updating staff team on developments for future years • Supporting preparations for BYMT's festive production Let It Snow and participating as required • Liaising with composers, Musical Directors and young musicians about Let It Snow

Equality of opportunity

BYMT is committed to creating an inclusive culture in all its activities; equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. We are particularly keen to hear from people from global majority backgrounds and from candidates who self-identify as disabled as they are under-represented in our workforce.

Person Specification

We are looking for an enthusiastic, motivated individual with strong communication and administration skills.

Qualifications/Experience

- Good all-round level of education, degree-level is preferred but not required.
- Some experience of working with databases is useful.
- Previous experience of Musical Directing.
- We are happy to accept applications from recent graduates with a strong foundation of musical knowledge and experience.

Skills and Attitude

- Wide-ranging and detailed music understanding (quality, styles, instruments etc)
- A keen interest in theatre and an understanding of the musical requirements of different productions
- Very proficient in Microsoft Office – Word and Excel.
- Excellent written English.
- Excellent communication and organisation skills.
- Enthusiastic and hard-working with excellent attention to detail.
- Independent, can follow own initiative.

Desirable

- Previous experience of working in an office environment and administrative skills.
- Some experience of working with / teaching young people.
- Some experience of working in an arts / cultural organisation or in a marketing or fundraising role.

Ability/Disposition

- Good people skills and being a team player.
- The ability to work on their own initiative.
- A rapport with a variety of people including young people, their parents, theatre staff and teachers.
- Good time management.

Motivation

- Genuine interest in young people.
- Love of the arts and the benefits they can bring to young people.

Terms and conditions

Freelance Fee £3000 for full duration of employment

Duration: Mar-Sep

Probationary period: 1 month

Place of work: BYMT, Mountview, 120 Peckham Hill Str, London SE15 5JT

Hours of work: 8 hours a week pre-season, to be increased to 10 hours a week during season

Office: in the office one day a week

Recruitment process

Potential applicants can apply for the position through BYMT's own website.

If you have any questions for BYMT directly please email to cerysjones@bymt.org.

Please inform us if you have any access needs or requirements.