**LC Library Music Internship**

**Employability & Enterprise Team, Leeds Conservatoire**

**Introduction**

We are looking to recruit three second year LC students to work with us on our exciting new library music platform. These roles will support the project development of this service by growing visibility, demonstrating the opportunities available to LC composers, by talent scouting for suitable contributors and materials, and onboarding successful content to the platform.

This opportunity is available for application from second year students at Leeds Conservatoire, requiring the successful candidates to work throughout the year, across both term time and holiday periods.

**Pay:** Casual staff rate - £11.09ph (Grade 2) including holiday pay.

**Hours:** Hours variable up to a maximum of 5 hours per week **(average 3 hours per work).** You will be expected to attend a one hour online session with your mentor each week.

**Employment Period:** This is a fixed term for 42 weeks, beginning w/c 16th January 2023, and ending w/c 30th October 2023.

**Hybrid working:** You will be able to utilise desk space in room 401 during work hours but can also operate remotely. Weekly mentor sessions will be delivered online.

**How to apply**

To apply for this position, please provide a CV and a detailed covering letter explaining why you are suitable for the role referring to the information provided below. Please detail any relevant experience you have in relation to this role along with two references who we may approach in relation to this. Prior to applying please consider how you will balance this role with studies or other commitments should you be successful.

**Submit your completed application to:** [EaE@lcm.ac.uk](mailto:EaE@lcm.ac.uk)

**Closing date for applications: Monday 28th November 2022**

**Interviews will take place online during the week commencing Monday 5th December 2022.**

**About the team**

The Employability and Enterprise Team deliver a broad range of extra-curricular support and interventions to help develop the ambitions of both conservatoire students and graduates. This includes our Leeds Conservatoire Agency, a variety of funded support schemes, performance and work placement opportunities, and employability resources to name just a few.

**About the role**

This is an exciting new role that will help to build and shape our commercial library music platform over the course of the year. Working closely in partnership with MediaTracks, and under direct mentorship from a music publishing/A&R specialist, you will help to develop the service from the ground up. As a result the workload and expected outcomes may change on a weekly basis, but some of the potential tasks required of the successful candidates will include:

* Promotion of service via LC internal communications (including email and social media networks)
* A&R/Talent scouting to find suitable composers/contributors, and to develop those that have potential
* Communication with relevant LC composers, sharing feedback, current briefs and providing important information to assist with understanding of the offer available.
* Accurate onboarding of information and metadata to the library music platform (which is currently in development)
* Communication and updates to all stakeholders including your mentor, the Leeds Conservatoire Employability and Enterprise Manager and the team at MediaTracks.
* Meeting with potential LC composers (both students and graduates) to promote the opportunity and understanding of the sector.
* To provide feedback on development of the service, and help LC and MediaTracks improve performance and relevance of both platform and associated resources.

This is a paid position, so the successful candidate will be expected to show a professional attitude when working within the team, with the MediaTracks and the mentor, and with the associated client base and stakeholders. The experience gained from this role could be utilised across a number of music industry sectors, and will help you to develop a better understanding of the daily tasks involved in many of these areas.

**Key attributes of the successful candidate:**

* Work well under pressure
* Excellent IT and administrative skills
* Excellent organisational skills
* Excellent communication skills
* Ability to follow instructions
* Ability to prioritise work load
* Ability to work within agreed parameters

**You will be:**

* A Highly motivated individual who works well under pressure in a fast paced ever changing environment. A self-starter, you will be able to follow instructions and get the job done while remaining responsive to shifting demands.
* You will be happy to take on seemingly mundane tasks with energy and enthusiasm.
* You will be an excellent team player who is keen to learn and develop new skills alongside an experienced team of industry relevant professionals.
* You will have excellent communication skills.
* You will be polite and trustworthy with a full acceptance of the need for confidentiality.

**In return:**

* We will welcome you into our fun and fast paced working environment.
* We will train you and provide you with industry relevant skills, knowledge and experiences.
* You will benefit from weekly guidance from industry professionals including your mentor and the team at MediaTracks.
* We will give you a clear set of tasks and keep you busy and engaged.
* We will train you on business skills in a real world environment (e.g. customer service, metadata administration).
* We will provide you with advice and feedback and tools for self assessment which will support you in better understanding how you work, which roles to target in future and how to make the most of your strengths and overcome weaknesses.

**James Warrender, Employability and Enterprise Manager**