



JOB DESCRIPTION

Southwell Music Festival Makers Work Experience Scheme 2025

Southwell Music Festival (SMF) is an annual, top-quality classical music festival taking place each August Bank Holiday to celebrate classical music, to raise the profile of the town and its magnificent medieval Minster, and to inspire local musicians – especially young people. By kind permission of the Dean and Chapter, Festival performances are centred at the Minster, and in the historic State Chamber of the Archbishop's Palace. Since the first Festival in 2014, a great team of musicians, staff and volunteers has built up. Musicians are hosted by the local community, and look forward to returning to Southwell each year - sometimes commenting that the Festival reminds them of why they joined the music profession. Not only is the high standard of music making celebrated, but everyone involved looks forward to the camaraderie and the 'buzz' of being part of such a great team and community.

The Role

The 10 Festival Makers are an integral part of the SMF operations team, ensuring the smooth running of all parts of the event. Participants will receive training across a range of production roles including box office, stage management, customer service, Front-of-House, and merchandise sales. Successful candidates must be available to work between 20 August - 26 August 2024 inclusive. There will also be a compulsory training session on 19 August in Southwell.

Person Specification

Essential

- Quick to learn with plenty of initiative
- Ability to work under pressure
- Excellent interpersonal skills
- Must be aged 16-25 on 19th August 2025

Desirable

- An interest in classical music
- Knowledge of Southwell and the surrounding area
- Full driving licence and use of a car

Reporting to

General Manager/Festival & Artist Administrator

Key Responsibilities

- Ticket selling as part of the box office operation in the Festival 'Hub'
- Answering the telephone, providing support to the public with ticketing and general enquiries
- Assisting with provision of refreshments to audience, VIPs and artists
- Providing support to the Stage Manager with sheet music and concert logistics
- Assisting Festival Manager with meeting artists and ensuring that their needs are met at all times
- Greeting members of the public in person at the Hub and providing information where necessary
- Assisting artists with logistics (e.g. moving percussion)
- Providing support to the Front of House Manager with ticketing, seating and merchandise sales
- Set up and striking of event spaces

Role & Remuneration

Festival Makers work on a rota basis, working two of three daily shifts (AM, PM and Eve). Evening and weekend work will be necessary. Due to the nature of working at a festival, the rota is subject to change at short notice.

Festival Makers are provided with an honorarium of £270 and relevant expenses incurred will be reimbursed (including mileage for driving).

Applications

To apply, please fill in this form by **31 May**: <https://forms.gle/Z22GBvTKczimXzT58>

