



Station House Media Unit (SHMU)

JOB DESCRIPTION

1. ORGANISATION

POST TITLE: Beatback Project Trainee

STRAND: SHMU Music

LOCATION: Station House Media Unit

STATUS: 16 hours per week – fixed term to 31 March 2009
Hours will be flexible with regular evening and occasional weekend work.

SALARY: £7.40 per hour (SCP 10)

2. JOB PURPOSE

To work closely, in a trainee capacity, with the Beatback Project Development Officer to deliver tuition, support, and develop new ideas for the Beatback Youth Music Project. The post holder will also participate in production meetings and co-present the Beatback Radio Programme on the shmuFM community radio station.

3. MAJOR TASKS

- 3.1 Work with the Beatback Project Development Officer, delivering music tuition in community projects.
- 3.2 Assist in the preparation and set up for music taster sessions and performances.
- 3.3 Attend tuition sessions delivered by music leaders and assist as required.
- 3.4 Assist in the planning and delivery of the Beatback Radio Show on *shmu*FM.
- 3.5 Work with the young people in Beatback to develop original music for use on *shmu*FM.
- 3.6 Undertake other duties as required.

4. REPORTING RELATIONSHIPS

SHMU Board

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SHMU Strategic Support Team

- SHMU Project Director -
Project Administrator - Marketing & Sustainability Co-ordinator

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SHMU Operational Staff Team

Radio Team – Video Team – Publications Team – Connected Communities Team – Music Team

Beatback Project Development Officer

Music Tutors – **Beatback Trainee**

5. ACTIVITIES

5.1 Work with the Beatback Project Development Officer, delivering music tuition in community projects

- 5.1.1 To develop and deliver tuition on a primary instrument(s) at various community centres (Tilly Youth Project, The Lads Club, Seaton Community Centre, Fersands Community Centre, Printfield Community Centre, Middlefield Community Centre, and SHMU) as required.
- 5.1.2 To suggest new avenues of instruction that could benefit the young people and programme as a whole, and to help develop these strands as appropriate.

5.2 Assist in the preparation and set up for music taster sessions and performances

- 5.2.1 To help schedule and plan music taster sessions at various community centres, which includes contacting appropriate tutors and community workers, and assisting in the promotion of these events through the centres and SHMU.
- 5.2.2 To help schedule and plan performances at various community centres and venues, which includes contacting appropriate tutors, community workers, and young musicians, and assisting in the promotion of these events through the centres, SHMU, and other appropriate means.
- 5.2.3 To assist in the documentation (recording, editing, and interviewing) of participants at these events and to promote their success on the Beatback Radio Show.

5.3 Attend tuition sessions delivered by music leaders and assist as required

- 5.3.1 To observe and support music tutors in the delivery of music tuition in various community projects (Tilly Youth Project, The Lads Club, Seaton Community Centre, Fersands Community Centre, Printfield Community Centre, Middlefield Community Centre, and SHMU)
- 5.3.2 To deliver taster sessions, as required.

5.4 Assist in the planning and delivery of the Beatback Radio Show on *shmuFM*

- 5.4.1 To undertake appropriate radio presentation training provided at SHMU.
- 5.4.2 To attend and the Beatback Radio show (Fridays 3.30 to 5.00pm) and co-present the programme.
- 5.4.3 To assist in gathering and producing material for the show (radio interviews, location recordings, live sessions, etc)
- 5.4.4 To help develop new and exciting content for the show.

5.5 Work with the young people in Beatback to develop original music for use on *shmuFM*

- 5.5.1 To assist Beatback Project Development Officer in identifying young people who are ready to record original material for use on *shmuFM*.
- 5.5.2 To assist tutors and young people in recording and producing material for use on *shmuFM*.
- 5.5.3 To undertake appropriate training in sound production (at *shmuFM* and with Project Officer) for the above.

5.6 To undertake other duties as required

- 5.6.1 Take part in training, continuing professional development and attend relevant meetings as required.
- 5.6.2 Undertake other duties as required by the Beatback Project Development Officer

Person Specification

Job Title: Trainee Music Leader

Salary:

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
1. EXPERIENCE		Experience of working in a community setting Experience in performing, recording, and music production.
2. QUALIFICATIONS	To be proficient on at least one musical instrument.	Proficiency on more than one musical instrument.
3. SPECIAL SKILLS/ APTITUDES	Ability to communicate well with a wide range of people including other staff, children, young people and adult learners in a friendly manner	Ability to work in a way that promotes equal opportunities for all project participants
4. PERSONAL QUALITIES	Positive and enthusiastic outlook. Creative approach and patient attitude towards challenging situations. Willing to work unsociable hours	Desire to promote inclusion and challenge discrimination Willing to expand professional practice through ongoing training, a commitment to personal learning and development