



# JOB DESCRIPTION.

<b>JOB TITLE</b>	<b>Music Assistant</b>
<b>REPORTS TO</b>	<b>Deputy Head of Music</b>
<b>DEPARTMENT</b>	<b>Theatre</b>

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## **BACKGROUND**

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare accessible for all.

Playing to over half a million theatre-goers on Bankside, producing over 20 productions a year and with a regular touring presence around the world, Shakespeare's Globe's reputation grows year on year. The Theatre Department delivers a busy 7 day repertory system of productions in both the Globe Theatre over summer, the Sam Wanamaker Playhouse over winter, and performances internationally and nationally on tour.

Through Globe on Screen we have captured many of our productions on film. These productions are available worldwide through cinema and DVD and for streaming and downloading via our own digital portal, Globe Player.

Live music is an integral part of all Globe productions. The music department is made up of three people and ensures conditions are of the highest possible standard to support performance practice.

The Music Assistant will work within the busy team of Shakespeare's Globe Theatre Department, and alongside the Globe's team of experienced stage managers and stage crew. No experience of music is necessary but a passion for live performance is.

## **PURPOSE OF JOB**

- Support the Head and Deputy Head of Music in ensuring the successful implementation of music into all the shows of the Globe's theatre season.
- Provide practical support for the daily changing needs of the productions as they play in repertory, responding to the needs of the plays as well as being sensitive to the needs of the individual musicians.
- Regular evening and weekend work will be required

## **PRINCIPAL RESPONSIBILITIES**

- Be the first point of contact for general music correspondence and share as necessary.
- Represent the music department at the majority of turnarounds between performances in the repertory system at The Globe.
- Provide practical support and assistance, to assigned theatre related events and those involved in them. This may also include attending planning meetings, liaising with other departments on logistics and providing practical support on the day.
- Coordinate and maintain all turnaround-associated administration.
- Help co-ordinate and set up rehearsals for principal and deputy musicians.
- Provide musicians and stage management with the latest sheet music, scripts, cue lists and rehearsal recordings.

- Maintain the database for Globe musicians and their contact information.
- Ensure all instruments and accessories are in place for changing daily performances.
- Co-ordinate the provision and transport of instruments to various venues around and outside Shakespeare's Globe.
- Keep and update inventory of Globe-owned instruments and rentals.
- Assist Music Department colleagues with the purchasing of new equipment.
- Maintain the band room and various musicians' backstage spaces.
- Have an overall awareness of the theatre department activities and learn to recognise where music or practical support may be needed in other areas.

### **PERSON SPECIFICATION ESSENTIAL**

- An enthusiasm to learn more about the practical side of putting on professional performances.
- A proactive and solutions focused approach to problem solving.
- Proven experience of working effectively as part of a team and being a supportive team member.
- The ability to forward plan and respond to the needs of the moment appropriately.
- Good organisational skills with the proven ability to meet deadlines whilst maintaining accuracy.
- Excellent communication skills (including written) with the ability to deal effectively with a range of people at all levels.
- The ability to develop and maintain good working relationships with colleagues, partners and stakeholders.
- A willingness to participate in practical and manual work within the theatre environment.

### **DESIRABLE**

- Experience working backstage in a performing arts venue.
- Sound IT skills, with a working knowledge of MS Office.
- The ability to maintain professionalism and confidentiality when dealing with sensitive information and business matters.

### **RECRUITMENT INFORMATION AND TERMS AND CONDITIONS**

#### **Permanent**

A full set of terms and conditions will be supplied with a contract of employment. Flexible working and job share can be discussed at interview.

**Hours:** 35 hours per week to be worked 5 out of 7 days, exclusive of lunch breaks. Flexibility of working hours will be needed with some regular evening and weekend commitment required.

There are no extra payments for additional hours worked. On the rare occasions that additional hours are worked, time may be taken off in lieu with advance agreement from your line manager.

**Salary:** £22,500

**Holiday:** The annual holiday leave is 25 days per calendar year plus Bank Holidays.

**Benefits:** Discount in the Globe shop and onsite restaurants/cafes; free entry to selected Education events and activities, access to our free employee assistance programme via phone line and website; season ticket loans available; eye test scheme; cycle to work scheme; Littlebird exclusive discount; SGT will auto-enrol eligible staff into a pension scheme, with required employer contributions.

**This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.**

**As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.**