



JOB DESCRIPTION.

JOB TITLE	Music Assistant
REPORTS TO	Head of Music
DEPARTMENT	Theatre & Performance

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.

And let us...on your imaginary forces work' Henry V, Prologue

THEATRE DEPARTMENT VISION

To curate and produce a season of plays in the Globe playhouse during the summer and the Sam Wanamaker Playhouse during the winter bespoke to the architectural playing conditions of the theatres. To nurture any public performance of a Globe production that happens on our stages, on screen or on tour and to provide an environment in which art, artist and audience can flourish. As well as producing plays from the canon of Shakespeare, we will honour The Globe's legacy of being a new writing venue. Our job is to hold a mirror up to nature and reflect the diversity of the society in which we live.

PURPOSE OF JOB

The Music Assistant sits within the Theatre department and supports the Head of Music and Senior Coordinator: Music & Visiting Artists.

The Music Assistant role is particularly focused on assisting with turnarounds between shows and setting up rehearsal spaces for musicians.

This is a new role within the Music team, that supports the productions on stage and the wider Globe departments with music related matters.

The Theatre Department produces year-round theatre productions which run in rep in both The Globe and The Sam Wanamaker Playhouse as well as national and international tours, special events, and the filming of stage productions. The Music Assistant will work with the Music Department in supporting this work, ensuring it is produced to the highest possible standard and that these standards comply with Health and Safety regulations.

PRINCIPAL RESPONSIBILITIES

- To undertake scheduled turnarounds between shows of all instruments and music related items, in collaboration with the Stage department, and Stage Management teams, supervised by Senior Co-ordinator: Music & Visiting Artists.
- To assist with creating floor plans of the musicians' galleries for each production, for reference and organisational purposes.
- To assist with setting up and facilitating rehearsals spaces for musicians, band calls etc. for principles and deputy musicians.
- Ensure instruments are looked after and provide support to musicians where needed.
- To support with the cataloguing and maintenance of all Globe musical instruments, keeping the instrument asset register up to date and keeping the music room tidy.
- To assist with practical support of wider Globe activity with any musical provision to ensure instruments/resources are provided.
- Support the Music Department during evening and weekend performances, as required.
- Assist the Music Department with ad hoc administrative support.

PERSON SPECIFICATION

- Experience in providing practical support in a fast-paced environment.
- Proactive and practical hands-on approach
- Skilful organisational skills
- Experience in moving heavy, valuable music instruments in a careful and safe manner, ensuring they are stored efficiently and safely.
- A professional, collaborative approach and a good team worker.
- Enthusiasm and a willingness to learn.
- Able to independently troubleshoot and think on your feet.
- A good working knowledge of Windows-based software and MS Office skills.

Embodies these essential Globe ways of working:

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Part Time / Fixed- Term until 31 October 2022

A full set of terms and conditions will be supplied with a contract of employment

Hours: Approximately **30 to 45 hours per month (mostly weekends)**, to be rota-ed to cover turnaround activity between shows. Hours will include evening and weekend shifts.

Salary: **£12.50 per hour**

Holiday: Holiday will be accrued at 0.54 days per week . If all accrued holiday is not taken by the end of the contract then the number of days' holiday remaining will be paid at the end of the engagement.

To Apply: Please **send a CV and covering letter** (referring to the Person Specification in the Job Description about why the position appeals to you and what skills and experience you would bring to the role (no longer than one side of A4)

Send this to Angie Fullman, Theatre General Manager
angie.f@shakespearesglobe.com.

If you have any questions about the role please contact Sarah Millen, Senior Coordinator: Music & Visiting Artists
sarah.mi@shakespearesglobe.com

Please also complete a [Diversity Data Monitoring form](#) as a part of your application

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.