

## APPLY NOW:

### WIRED4MUSIC SUMMER PLACEMENT JULY 2016

**Wired4Music** is recruiting an office assistant! We are looking for a dedicated and enthusiastic network member seeking to expand their experience by working alongside the Wired4Music Assistant and Coordinator in the Sound Connections office at Rich Mix in Shoreditch. Your main duties will be to assist on coordinating a member-led project; scheduling meetings and rehearsals, booking spaces and chasing your fellow Wired members! Alongside this you will be undertaking essential network business such as updating the website, facebook and twitter, promoting events, researching musical opportunities and helping with ongoing tasks. You must be 16-25 years old and signed up to the network to apply for this position.

#### What do we need from you?

- Lots of initiative
- Ability to work independently
- Great organisational skills, or a willingness to improve
- Confident communicator, or a willingness to improve
- Creative ideas and suggestions
- Commitment of 2 days (7.5 hours, including 30 minute lunch break) per week over 5 weeks (July-August 2016)

#### What do you get from it?

- Chance to be at the heart of W4M's work, taking a lead on a member-led project and making your own and Wired's mark on activity
- First hand arts administration experience
- Opportunity to be involved in even more of the decision making process and contribute your ideas to the office team
- Great for your CV and future job applications
- £68 per day for 2 days per week over 5 weeks (total = £680)

## How to apply

To apply:

1. Sign up to Wired4Music, if you aren't already. You can do so here: [www.wired4music.co.uk/sign-up](http://www.wired4music.co.uk/sign-up)
2. Complete the online application form by Midnight on **Sunday 19 June here:**

**The deadline for applications is Midnight on Sunday 19 June, 2016. The interviews will take place on Tuesday 28 June and the placement will begin on Tuesday 5 July.**

This is a really exciting opportunity and we need **100% commitment** from the successful applicant!

If you have any questions, please contact Jess (Wired4Music Coordinator) on 020 7729 7220 or email [info@wired4music.co.uk](mailto:info@wired4music.co.uk).

DATES OF PLACEMENT	LOCATION AND TIMES
Tuesday 5 July	Start date 11am – 6pm
Thursday 7 July	Office 10am-5.30pm
Thursday 14 July	Office and outside venue (tbc) 12.30pm-8pm
Friday 15 July	Office 10am-5.30pm
Thursday 21 July	Office 10am-5.30pm
Friday 22 July	Office 10am-5.30pm
Thursday 28 July	Office 10am-5.30pm
Friday 29 July	Office 10am-5.30pm
Thursday 4 August	Office 10am-5.30pm
Saturday 6 August	Working on event at Rich Mix times tbc