



**Organisation:** Lancaster Music Festival CIC

**Location:** Lancaster

**Role:** Youth Academy Coordinator

Lancaster Music Festival CIC (LMF) is a grassroots organisation which benefits the diverse and extensive community of Lancaster's musicians, venues, freelancers and arts and community organisations, while also enhancing civic pride and community spirit in the city of Lancaster for residents and visitors alike. We aim to achieve this through an annual urban music festival over a weekend in October consisting of concerts, participatory events, events, workshops and masterclasses for a local and visiting audience of all ages estimated to be in excess of 55,000. Established in 2009, LMF has grown year on year and is a key part of the city's cultural calendar and the busiest weekend of the year in terms of footfall and economic activity, with an estimated economic impact in excess of £2.5m. In 2023 there were over 600 events, gigs and workshops.

### **The Role**

Working with the members of the LMF board this role will be involved with the planning and management of the LMF Academy youth mentoring programme during the summer and the curation and production of the Youth Stage at the festival, along with potentially developing additional opportunities for young musicians and producers prior to and during the festival.

Core tasks would include liaising with facilitators, mentors and venues to develop the Academy programme schedule; recruiting young people to join the programme; liaising with partners such as More Music and other youth and arts organisations to curate additional acts for the Friday Youth Stage; liaising with and booking young acts, LMF production team, council etc to produce the Youth Stage. The successful applicant could also join our newly-formed steering panel which will consist of the leaders of each of the key elements and themes within the festival.

The role would initially be focussed on working around the above-mentioned youth programmes but the skills learnt and developed would be transferrable to the main festival, ideally resulting in longer term roles working within the festival team. The role will help develop skills that are highly transferrable to other occupations including planning, budgeting, purchasing, communications and project management.

## Essential Criteria

- Aged 18-25 years old at the beginning of the placement.
- Dedicated to delivering high quality, thoughtful events with attention to detail and an unquestionable love of music.
- Ready and eager to learn.
- Have excellent communication skills, be punctual and reliable.
- Good at planning, timetabling and logistical planning.
- Able to work independently on their own tasks but work on shared goals as a team.
- Flexible in their approach to working hours in order to deliver events and keep in contact with the wider team.
- Able to manage multiple relationships with stakeholders and/or artists
- Willing to dedicate themselves not just to this role but to Lancaster, its music and culture, fully immersing themselves in our city.
- Fluent in English - both speaking and writing.
- Will be a proud ambassador for Lancaster Music Festival and Lancaster
- Have high familiarity with Excel/Google Sheets, Word and email.
- Be able to prioritise own workload.
- Be experienced across a variety of social media platforms.
- Must be available during July or August for a full week to work at the Academy bootcamp.
- Must be available Oct 10<sup>th</sup> to Oct 13<sup>th</sup> for the festival.

## Desirable Criteria

- Have experience managing budgets.
- Have experience / understanding of collecting / using data for qualitative or evaluation purposes.
- Have experience with risk assessment / health and safety guidelines.

## Applicant Profile

This position is funded by The Banks Lyon Memorial Trust and the restricted nature of the funding means that it is only open to applicants aged between 18-25.

This role is also aimed at addressing groups underrepresented in the wider music industry, and so we're particularly keen to hear from females, people of colour, those who identify as disabled or neurodiverse and non -graduates.

## Pay Details

The position will be a part-time role working on a freelance basis, an average of one day per week on a flexible basis between the months of April and October, an estimated total of 200 hours at £11.75 per hour.

## **How To Apply**

Please prepare a CV and separate Covering Letter relating to the essential and desirable criteria and submit it via email to [info@lancastermusicfestival.com](mailto:info@lancastermusicfestival.com).

## **Timescales**

Closing date for applications: Friday 15<sup>th</sup> April 5pm

Interviews: Monday 22<sup>nd</sup>/ Tuesday 23<sup>rd</sup> April between 6.30pm and 9pm in Lancaster

Begin work: Monday 15<sup>th</sup> May

If you have any questions or require any support with submitting your application, please contact us at [info@lancastermusicfestival.com](mailto:info@lancastermusicfestival.com).