**Cultural Intern Scheme Placement Proposal // 2015 – 16**

**CITY OF BIRMINGHAM SYMPHONY ORCHESTRA (CBSO)**

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| **Proposed placement period**(six month duration) | From: 05 October 2015To: 25 March 2016 |
| **Address where placement would be carried out** | CBSO Centre, Berkley Street, Birmingham, B1 2LF |
| **Department responsible for the placement** | Orchestral Management (including Learning Participation and Chorus) |
| **Placement supervisor** | Zoe Poyser, Director of Concerts reporting directly to Claire Dersley (Orchestral Manager) |
| **Description of the project/s to be undertaken**(Please do not describe the organisation) | Involvement with every element of the planning and delivery of an orchestral programme including: orchestra management, contracting musicians, working in the music library, supporting the management of orchestra and chorus rehearsals and performances in Birmingham and education projects across the region.The successful candidate will work alongside the orchestral planning and management teams, chorus and learning and education teams, and will be involved throughout the department with real tasks and opportunities to take on real responsibilities within the delivery of our complex programme (around 50 evening and matinee concerts at Symphony Hall and engagement work for 80,000 young people per year). |
| **Intern’s role within the main placement project**  | The role will involve largely administrative tasks, including:* Regular work in the library, making up and bowing parts and working with publishers and our musicians to ensure they are padded up and returned on time.
* Working closely with the orchestra manager on the smooth running of rehearsals and performances as well as producing technical riders and risk assessments.
* Supporting the Assistant Orchestra Manager in streamlining the recruitment process and running auditions as well as decibel meter management.
* Taking responsibility for processing attendance sheets and contracting freelance musicians.
* Assisting the planning team in the production of schedules and day-to-day management of visiting conductors and soloists and in the preparatory work our international tours (e.g. booking flights and hotels).
* Attending and minuting meetings including Player Liaison, Artistic Forum, Health and Safety, Hearing Protection and Schedule Planning as and when appropriate.
* Shadowing the Director of Concerts in the budgeting process and monitoring of costs.
* Give planning and administrative support to Learning & Education staff in the running of concerts for young people and schools as well as shadowing the project budget and evaluation process.
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| **Purpose of the placement** | The intern will gain a full understanding of the operation of a major symphony orchestra, across the full range of its artistic and educational activities as well as a general understanding about the running of a major arts organisation.**Skills:** rehearsal and audition management, day to day artist management, minute-taking, orchestral librarian duties.**Knowledge:** scheduling and contracting of musicians, orchestral planning and management software, planning, funding and delivery of education programmes, noise regulations and other health and safety practices.**Experience:** structured programme of activity to include training in processes early on to enable personal initiative to develop as the internship goes on, process mapping throughout as evidence of understanding, with final exit interview for feedback.**Competencies:** develop a strong knowledge of execution of high level professional performance and education programmes as well as orchestral musicians, their instruments and the repertoire, confident communication skills at appropriate levels with variety of guest artists, colleagues and members of the public, high level of organisation and attention to detail under pressure.**Networks:** the internship puts a candidate who has a commitment to exploring a career in arts management right at the centre of the thriving arts scene in Birmingham, would get to know people from other areas of the CBSO (marketing, development, finance, HR) as well as those who work in local venues, higher education institutions and schools, whilst also in contact with national colleagues in the wider arts scene such as publishers, artist agents, diary services, freelance musicians and animateurs. |
| **Benefit to the organisation** | The CBSO will benefit from the feedback from the intern regarding our operation and practices through their process mapping as well as the additional resources they might produce to support the department’s productivity. |

**Training Activity Checklist**

 **Checklist of applicable Skills/Capabilities expected to be developed**

