

Project Intern: Brass in Concert

Job Title	Project Intern
Contract	Part Time Freelance 240 hours total September - December
Location	Flexible according to preference. Office space is available at our HQ in Barnsley. Remote or hybrid working is suitable for this role, with a requirement to be in the office approximately once a quarter for full team meetings and at events across the UK on occasion.
Salary	£12.60 per hour
Place in Organisation	Reports directly to the Events Manager
Works closely with	Events Manager, Communications Manager, Marketing and Communications Officer, Events and Communications Coordinator and Brass in Concert Trustees

About the role

This new opportunity is ideal for an early-career candidate looking to build their events management and professional skills. The role centres around the delivery of Brass in Concert. You'll work closely with our experienced Events and Marketing teams to support the programming, planning and delivery of Brass in Concert. As this is a freelance post, you'll need access to your own laptop and you will be responsible for your own tax and national insurance. Support will be provided if required. However, any travel or accommodation required to attend events will be paid for by BBE.

We are particularly interested in candidates not currently in employment, education or training, however this opportunity is open to all.

Tasks and responsibilities

The key tasks and responsibilities for this role are:

To support the administration and delivery of the Brass in Concert Championship

- Liaise with participating bands in the run up to the event
- Coordinate information and submissions required for the event day
- Coordinate with previous winners to ensure trophies are returned
- Coordinate hotel and travel bookings for staff and trustees
- Coordinate catering for event day
- Support the Events Manager with event management collaboration with the Glasshouse, including managing ticketing
- Coordinate with traders and sponsors for the event
- Attendance at monthly project meetings with The Glasshouse with the responsibility of taking minutes and noting actions
- Ordering items and arranging delivery for event day
- Google Drive management and maintaining an organised online system
- Liaising with Gateshead council to arrange event day logistics
- Working with the Safeguarding Officer to ensure all event day paperwork and comms are as efficient as possible.

To support the marketing and audience development of the Brass in Concert Championship

- Collate and analyse audience and participant feedback for the event
- Coordinate audience communications
- Collate content for audience programme
- Coordinate and deliver social media posting for Brass in Concert social media
- Collate content for press releases
- Update website information

General Duties

- Any other duties pertinent to the role