



Organisation: Long Division

Location: Wakefield

Region: West Yorkshire

Role: Creative Community Assistant

Long Division is a not-for-profit music and cultural organisation based in the city of Wakefield. It is best known for its annual city centre music festival but is increasingly running education and mentor programmes and focusing its work on developing the grassroots infrastructure of music creation in its home city.

Thanks to Youth Music's Incubator Fund it is now in the position to employ three new job roles (Live Events Assistant, Creative Community Assistant, Technical Assistant) for ten months with a strong ambition to extend those roles (funding dependent).

These roles will make Long Division a predominantly Youth Led organisation in the delivery of its work - this is very much seen as the 'next chapter' of the organisation. We are not looking for applicants who are the 'finished article' - we are looking for passion and a willingness to commit to Long Division's vision. The roles are intended to give the successful candidates a large amount of autonomy and responsibility - but also permission to try new things and fail - then try again.

The Role

The first month of your role will involve shadowing the team at Long Division Festival 2021, with a view to gaining increased responsibility and confidence, working towards the 2022 festival.

From here onwards, you will take greater responsibility for Long Division's Creative and Community based work, currently a series of interconnected projects that feed into Long Division's overarching mission.

Specifically, this will involve booking and managing a series of live events in Working Men's Clubs across Wakefield District, a project that will involve research and audience

development, alongside relationship management with venues / artists and logistical challenges. The aim is to develop live music outside Wakefield City Centre and explore if WMCs can act as hubs for new activity in communities.

You will also work with our Education Manager (EM) in the delivery of our education programme [#YoungTeam](#). Whilst the EM will lead on curriculum content, you will support in the delivery of some events, engaging with young people and generally supporting our aim of engaging young people with live music and creativity.

You will also manage a number of creative commissions. With support from the Long Division team, you will create tenders, sift applications, liaise with artists and project manage the delivery of commission. This could be anything from commissioning the recording of a single / album, the creation of a live show, a mural celebrating local music or a short film showcasing our education work.

The goal of this role is to 'get out there', into the community and see how we can use live music and culture to engage and excite people. Long Division's mission is to be 'more than a festival' and this is where that agenda can be really pushed forwards.

In total, you would be involved in 2 festivals, 3 standalone WMC events, 3 commissions, the #YoungTeam programme and access to lots of networking opportunities and a remit to try new ideas and explore new opportunities.

This is considered an entry level position, working closely with, and receiving mentoring from Dean, our Director. You will also receive additional pastoral and general support from other members of the Long Division team.

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.
- Communicates in an approachable, nurturing and friendly manner.
- Good at planning, timetabling and logistical planning.
- Able to manage multiple relationships with stakeholders and artists.
- 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.
- Available to attend Long Division Festival 2021 on September 25th & 26th.
- Willing to dedicate themselves not just to this role but to Wakefield, it's music and culture, fully immersing themselves in our city.
- Fluent in English - both speaking and writing.
- Will be a proud ambassador for Long Division and Wakefield.

Desirable Criteria

- Have high familiarity with Google Sheets / Excel.
- Be experienced working across multiple social media platforms, notably from a business point of view.
- 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.

This position is funded by Youth Music and is therefore 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 women, people of colour, those who identify as disabled, and non graduates.

Rate of Pay: £18135 pro rata.

Details: The role is 2 days a week.

Days: Outside of delivering any events (which are likely to be evenings and/or weekends) regular working days will be Monday and Friday at the Long Division office, though some flexible working may be possible further into the contract. **Please note that September will have a different working pattern to accommodate your induction and Long Division Festival 2021.**

How To Apply: Please prepare a CV and separate Covering Letter. These can then be uploaded to our application portal [here](#). If you have any questions or require any support with submitting your application, please contact us at longdivisionfestival@gmail.com

[Link to Long Division Mission / More Info](#)