



Organisation: Long Division

Location: Wakefield

Region: West Yorkshire

Role: Live Events 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 focussing 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 it's 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 the Live Events Assistant will involve shadowing the team at Long Division Festival 2021, with a view to gaining increased responsibility and confidence, working towards the 2022 festival.

The role will include various elements of festival setup; booking artists and venues, liaising with press and sponsors, and logistical planning. Between festivals you will also book and run Long Division's monthly live events. As this is a new post, there is huge scope for you to use your initiative, responding and reacting to the city, and understanding how Long Division can best support the needs of its artists and residents.

In total, you will be involved in 2 festivals and 10 standalone events, alongside gaining access to a range of networking opportunities. There will be scope to work alongside other departments too.

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.
- 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
- 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: From September 2021 to December 2021 the candidate will work 2 days a week. From January 2022 to June 2022 they will work 3 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](#)