

Vacancy Details	
<b>Job title</b>	Label Services Assistant Apprentice
<b>Employer Name</b>	Absolute Marketing & Distribution Ltd (t/a Absolute Label Services)
<b>Vacancy Location</b>	Hill Place House, 55A High St, Wimbledon, London SW19 5BA
<b>About the Apprenticeship</b>	<p>This Apprenticeship forms part of the BRITs Apprenticeship programme.</p> <p>The Apprentice will work across the Label Services side of the business. The role will include working with Marketing, Digital, Neighbouring Rights and Administration departments.</p> <p><b>Marketing:</b> Working with Label Managers learning about putting release strategies together and supporting, collating and co-ordinating information.</p> <p><b>Digital:</b> Learning about our digital strategy and working with play listers, the Digital Marketing team and digital setup and verification.</p> <p><b>Neighbouring Rights:</b> Working with the Processing team - researching our artists, updating and setting up registrations.</p> <p><b>Administration:</b> Working with Backup Support team learning about financial reporting, digital analysis and general office duties.</p> <p>The aim is to give the Apprentice an overall learning experience of working within a busy office and as part of different teams. They will gain insight into various areas of the music business that they can take forward into a career plan.</p> <p>We will deliver a structured working week, with solid training backup, to ensure the best experience possible.</p>
<b>Weekly Wage</b>	(£18,000) p/a
<b>Working Week</b>	Monday – Thursday 9.30am – 6.00pm / Friday 9.30am – 5.00pm

<b>Future prospects description</b>	Upon completion of the Apprenticeship and evaluation by the company's supervisors, the successful candidate may be offered a job at the end of the Apprenticeship.
<b>Employer Details</b>	
<b>Employer Description</b>	Absolute Label Services is a leading provider of tailor-made sales, marketing and business management solutions for independent record labels, single-artist labels and brand-owned music labels.
<b>Employer website</b>	<a href="http://www.absolutelabelservices.com">www.absolutelabelservices.com</a>
<b>About the Candidate</b>	
<b>Skills required</b>	<ul style="list-style-type: none"> <li>• Excellent organisational and interpersonal skills</li> <li>• Ability to work in different teams and departments</li> <li>• Self-motivated and reliable</li> <li>• Good attention to detail and time management when researching artists and conducting operational tasks</li> <li>• Strong communication (written and verbal) skills</li> <li>• Ability to work to a schedule and deliver on individual tasks and responsibilities within a team structure</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A strong work ethic and commitment to meet the standards required</li> <li>• Excellent coordination skills</li> <li>• Ability to generate ideas and concepts</li> <li>• Willing to learn</li> <li>• Interest of working in various departments</li> <li>• Basic Admin, Digital and Marketing knowledge</li> </ul>
<b>Qualifications Required</b>	Minimum qualifications are English, Maths and ICT GCSE's level A-C or equivalent. Graduates can apply but a degree not necessary nor will it give you an advantage. Common sense, a good attitude and a strong application is what we are looking for.
<b>Additional Detail</b>	
<b>Important Other Information</b>	<b>Candidates who are shortlisted must be available on the 27<sup>th</sup> of March 2019 to attend an Assessment Day which will include their first interview.</b>
<b>Reality Check</b>	Do not contact the employer directly; failing to adhere to this will see your application automatically withdrawn.
<b>How to Apply</b>	
To apply for this vacancy, you must complete an application form and return this to <a href="mailto:recruitment@divaapprenticesips.com">recruitment@divaapprenticesips.com</a> . CVs will not be accepted.	

You can find an application form on our website at [www.divaapprenticeships.com](http://www.divaapprenticeships.com)

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### Supplementary Application Form Questions

<b>Two Vacancy Specific Questions</b>	1. What's your favourite music?
	2. Where do you see yourself in 5 years' time!

### Key Dates

<b>Closing date</b>	10 <sup>th</sup> February 2019
<b>Interview start date</b>	1 <sup>st</sup> April 2019
<b>Possible start date</b>	29 <sup>th</sup> April 2019

### About the training

You will be working towards a **Level 4 Diploma in Business and Professional Administration**. In addition to crucial 'on the job training' depending on the qualification selected you may also study the following units:

- Principles of Marketing
- Project Management
- Principles of Quality Management
- Analyse and Present Business Data
- Managing Information and Knowledge
- Manage Information systems