

Vacancy Details	
Job title	Junior Content Producer
Employer Name	Champion Sound Music
Vacancy Location:	15-21 Gordon St, Belfast BT1 2LG
About the Apprenticeship	<p>This Apprenticeship forms part of the BRITs Apprenticeship programme.</p> <p>The Apprentice will assist in the creation of assets for artists on the management roster and for releases on the record label. They will also work with artists directly on the creation of assets for and growth of artist social media channels and mailing list. They will also help with all the duties listed in the listed as follows:</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Administration and event planning • Writing artist bios • Representing the company at music events • Communication with press and PR • Management of social media accounts and mailing lists • Managing artist mailing lists • Fulfilling artist merchandise and music orders • Advancing all artist tours, festival events and individual performances • Creation of social media assets photo images and video for all artists <p>Currently there are Lyndon Stephens, Francesca O Connor and Sinead Green working within the organisation. Lyndon deals with the artist management side of things, Francesca handles admin and release campaigns/projects, Sinead is part time and deals with HR, Payroll, book keeping and Royalties. The new Apprentice would mostly work with Lyndon Stephens assisting in the duties mentioned above.</p>
Weekly Wage:	(£15,000/year)

Working Week:	Monday – Friday (10am -5.30 pm) Though due to the nature of the work evening and weekend work may be required. One-hour lunch break at employee’s discretion.
Future prospects description:	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.
Employer Details	
Employer Description:	<p>We are an award-winning music management company and associated record label based in Belfast Northern Ireland. We currently manage the careers of five full time artists involved in the music industry. Our artists have in the past four years achieved 100 million streams on Spotify, we have had ten albums shortlisted for the Northern Ireland Music Prize and we have won the Northern Ireland Music Prize for the past two years.</p> <p>For 2018 Artist we work with have nominations for best album, best single and best live act for a total of five nominations this year.</p> <p>The founder of the company Lyndon Stephens also works in the area of artist mentoring and carries out business and mentoring work for Belfast City Council, Foyle and Strabane Council and Help Musicians</p> <p>He also sits on the board of Moira Calling music festival and was previously a board member of the Northern Ireland Music Industries commission</p> <p>He is an MMF member and a BPI member</p>
Employer website	www.championsoundmusic.com
About the Candidate	
Skills required:	<ul style="list-style-type: none"> • Responsible person • Social Media Savvy • Creative thinker • Can work on multiple projects at the same time • Good attention to detail and time management when conducting research and keeping up to date with the latest music trends
Personal Qualities:	<ul style="list-style-type: none"> • A passion for creating content for creative and digital media • A strong work ethic and commitment to meet the standards required • Eager to learn • Strong Interest in music • Ability to generate ideas and concepts independently as well as working within a team
Qualifications Required:	Minimum qualifications are English, Maths and ICT GCSE’s level A-C or equivalent.

	Graduates can apply but a degree is not necessary, nor will it give you an advantage. Common sense, a good attitude, and a demonstrable passion for building a career in the music industry is important.”
Additional Detail	
Important Other Information.	Due to the nature of the work evening and weekend work may be required. One-hour lunch break at employee’s discretion.
Reality Check:	Do not contact the employer directly; failing to adhere to this will see your application automatically withdrawn.
How to Apply	
<p>To apply for this vacancy you must complete an application form and return this to recruitment@divaapprenticesips.com. CVs will not be accepted.</p> <p>You can find an application form on our website at www.divaapprenticeships.com</p> <p>Do not contact the employer directly; failing to adhere to this will see your application automatically withdrawn.</p>	
Supplementary Application Form Questions	
Two Vacancy Specific Questions:	<p>1) Who is your favourite Irish band and why?</p> <p>2) Who is your favourite act on the Champion Sound Roster and why?</p>
Key Dates	
Closing date	10 th February 2019
Interview start date	9 th April 2019
Possible start date	29 th April 2019
About the training	
<p>In addition to crucial ‘on the job training’ you will be working towards a Level 3 Certificate in Creative Content and Production, which is the equivalent of 2-A Levels. Topics you will cover include:</p> <ul style="list-style-type: none"> • Media content creation • Communication and presentation skills • Industry awareness in the creative and digital sector • Respond to a Media Content Brief • Shooting Capturing, Editing and Storing Media Content 	

