

Vacancy Details	
Job title	Operations Assistant Apprentice
Employer Name	Fire Records
Vacancy Location:	21A Maury Road, London, N16 7BP
About the Apprenticeship	<p>This Apprenticeship forms part of the BRITs Apprenticeship programme.</p> <p>The Apprentice will learn in depth about all areas of the music industry, with room for progression within the company.</p> <p>The role would revolve around new release campaigns on the label with exciting new and established acts. Alongside marketing responsibilities, the successful applicant will be administering registrations at performing rights organisations and data management – this will provide a comprehensive learning experience across different areas of the business.</p> <p>The key roles and responsibilities would be directly assisting the Label Manager, to take care of:</p> <ul style="list-style-type: none"> • Assisting with social media across all platforms, developing social media strategy and content • Creating content for new release marketing on social media and repurposing old materials to push catalogue • PPL and publishing registrations • Maintaining the website and blog • Maintaining DISCO software, used to host music to pitch for sync • Packaging and posting records • Replying to customer emails • Helping at label events such as the Independent Label Market, gigs and festivals <p>As we are a small team, the Apprentice will help in all aspects of independent label life, reporting primarily to the Label Manager (Jonny Halliday) who will distribute tasks in a filter-down manner from Managing Director. Within the organisation, the Apprentice will be become a key member, allowing the Label Manager to develop more areas of the business and assisting the Managing Director. This would allow more time for conducting creative ventures and securing deals to ultimately expand the company.</p>

Weekly Wage:	(£18,000/year)
Working Week:	Monday – Friday (10am – 6pm)
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>Twist and Shout Limited operates as a record label and music publisher under the brands ‘Fire Records’, ‘Earth Recordings’, ‘Fire Soundtracks’ and ‘Fire Songs’.</p> <p>The company releases physical products on CD and vinyl and digital formats, as well as publishing music.</p> <p>Across multiple labels, the company releases music from a diverse range of artists from all over the world including the likes of The Chills (New Zealand), Kristin Hersh (USA), Jane Weaver (UK), as well as catalogues of past artists (Pulp, ESG, Spacemen 3, Bert Jansch, The Groundhogs) and film soundtrack composers (Jon Brion – Ladybird, Angelo Badalamenti – Blue Velvet). The company employs 9 full time members of staff, covering in-house worldwide press / radio promotion, production, distribution, events and administration as well as several freelancers. The office is based in Stoke Newington, London</p>
Employer website	www.firerecords.com
About the Candidate	
Skills required:	<ul style="list-style-type: none"> • Proven organization skills, with the ability to multitask • Good attention to detail • Self-starter, with a get-go attitude. • Social Media Savvy • Ability to generate ideas and concepts independently as well as working within a team • Creative thinker

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 • Interest in and understanding of a diverse range of music media • A love of music and a keen interest in how artists and label present that music to fans
Qualifications Required:	<p>Minimum qualifications are English, Maths and ICT GCSE's level A-C or equivalent.</p> <p>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."</p>
Additional Detail	
Important Other Information.	<p>Candidates who are shortlisted must be available on the 27th of March 2019 to attend an Assessment Day which will include their first interview.</p>
Reality Check:	<p>Do not contact the employer directly; failing to adhere to this will see your application automatically withdrawn.</p>
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:	<ol style="list-style-type: none"> 1. What have been your favourite albums in the last few years, and what eye-catching marketing/promotion have you seen labels do for these releases? 2. How do you organise and prioritise your work? Provide examples of when you have had to manage your workload to a tight schedule.
Key Dates	

Closing date	10 th February 2019
Interview start date	2 nd April 2019
Possible start date	29 th April 2019

About the training

In addition to crucial 'on the job training' you will be working towards a **Level 3 Apprenticeship in Junior Content Producer**, which is the equivalent of 2-A Levels. Topics you will cover include:

- 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