

Vacancy Details	
Job title	Office Assistant Apprentice
Employer Name	VDM Music
Vacancy Location	The Matrix, 91 Peterborough Road, SW6 3BU
About the Apprenticeship	<p>This Apprenticeship forms part of the BRITs Apprenticeship programme.</p> <p>We are looking to give someone a hands-on experience in what it's like to work for a fast paced, exciting music management company in London with a long-term aim of training to become a day to day artist manager. The role will be varied and will include:</p> <ul style="list-style-type: none"> • Liaising with the artists/songwriters for their daily needs • Arranging song writing sessions. • Registering songs • Helping to pitch songs out to artists. • Listening to new music and advising the wider team on the best tracks. • Working on live shows in London, shadowing management and learning the day to day role. • Running the artist/songwriter diaries. • Attending planning meetings. • Booking travel and accommodation. • Possible international travel <p>The vacancy is a music management-based role and is an extension of what I do for all my clients. I would consider the role a crash course in all things music management and what it takes to manage an artist or songwriters' career.</p>
Weekly Wage	(£18,000) p/a
Working Week	Monday to Friday – 10am to 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>VDM Music is a music management company looking after artists and songwriters in an array of genres. It is a boutique company which I have built from scratch over 10 years ago. The company roster includes Nina Nesbitt, Olivia Sebastian Elli and Robbie Jay. VDM Music is also hired on a consultancy basis by Crown Talent Management to work on the Ella Henderson campaign too.</p> <p>The main ethos is that we work on things we are passionate about, we have worked with artists that are both signed and unsigned and those who are signed to both major record labels and independent record labels alike – what matters to us it the talent! We are breaking artists on both a national and international level.</p>
Employer website	www.vdmmusic.com
About the Candidate	
Skills required	<ul style="list-style-type: none"> • Excellent organisational and interpersonal skills • Ability to work as a team • Self-motivated and reliable • Good attention to detail and time management • Strong communication (written and verbal) skills • Ability to work to a schedule and deliver on individual tasks and responsibilities within a team structure • Strong interest in music
Personal Qualities	<ul style="list-style-type: none"> • A strong work ethic and commitment to meet the standards required • Excellent coordination skills • Ability to generate ideas and concepts • Willing to learn
Qualifications Required	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.
Additional Detail	
Important Other Information	Candidates who are shortlisted must be available on the 27th of March 2019 to attend an Assessment Day which will include their first interview.

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@divaapprenticeships.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. Why do you want to work in the music industry? 2. If any, what music related experience do you already have? If no experience, what do you do in your spare time to forward your career?
Key Dates	
Closing date	10 th February 2019
Interview start date	3rd April 2019
Possible start date	29th April 2019
About the training	
<p>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:</p> <ul style="list-style-type: none"> • Principles of Marketing • Project Management • Principles of Quality Management • Analyse and Present Business Data • Managing Information and Knowledge • Manage Information systems 	