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EVENT RUNNER JD

# About the Youth Music Awards 2024

The Youth Music Awards in association with Hal Leonard Europe represents the future of music. It celebrates the most forward-thinking projects and people making, learning and earning in music.

From artists and entrepreneurs to grassroots projects and young leaders, the event recognises an exciting range of trailblazers from across the scene.

are open to anyone who has been directly funded via the NextGen Fund or has taken part in a Youth Music funded project since January 2019.

Learn more here - <https://youthmusic.org.uk/awards>

# About the role

Working closely with our Engagement Team, you’ll help to make sure the event runs smoothly, from setting up the venue and working backstage to taking care of guests.

We’re looking for a highly organised, enthusiastic and versatile individual who can remain calm under pressure, deal with multiple tasks and think on their feet. We’re looking for someone with a friendly personality who can welcome our guests and represent Youth Music.

**Responsibilities include:**

* Support with physical set up at Troxy on the day – including table setting (numbers, place cards, brochures).
* Be at hand throughout the evening to work with the team and assist guests.
* Work on the guest list and support on the flow of traffic, particularly when guests start to arrive.
* Checking on backstage areas and dressing rooms to make sure performers and special guests are looked after.

This is a freelance contract role for someone seeking paid experience to build a career in the music industries.

# Key Timings

* **Wednesday 16 October**: Youth Music Awards at Troxy, London. (You will need to be available on this day between the hours of 10am – 11pm – exact times tbc.)
* **Friday 13 September:** You will also be required to attend a half day industry training with around event management.

# Fee

**£150 plus travel expenses**

# Experience and qualities we’re seeking

**Essential**

* Considering or already pursuing a career in events within the music industries
* A fan of music and culture, whatever your favourite genre
* Be flexible and adapt quickly
* Good problem-solving skills
* Good communicator
* Polite, personable, organised and calm under pressure
* A team player

**Desirable**

* Previous experience working at or organising events

**Youth Music aims to support young people in the early stages of developing creative careers, therefore we would particularly like to encourage applications from those aged 25 or under.**

# Diversity and equal opportunities

Youth Music is an equal opportunities and Living Wage employer. We are committed to attracting, recruiting and retaining diverse candidates. It’s important that our team reflects the communities we serve. All our staff are members of an inclusion, diversity, equality, and access (IDEA) working group to stimulate, inform and platform good IDEA practice at Youth Music.

We especially welcome applications from people from under-represented groups and are committed to making adjustments that would support you in applying for or carrying out the role. We are currently under-represented by people from within the Trans community, people from the LGBTQ+ community, Disabled people and people from the Global Majority. If you are Disabled and your application meets the minimum criteria for the post, we will offer you a guaranteed interview.

Please contact [constance.dingri@youthmusic.org.uk](mailto:constance.dingri@youthmusic.org.uk) if you have a disability and/or access requirements or if you wish us to consider any other reasonable adjustments to ensure the interview process is fully accessible.

# Application timeline

* **Deadline for applications:** Sunday 4 August 2024, 11:59pm.
* **Notification of outcome**: Week beginning 19 August 2024.

Due to the high number of applications we expect to receive, we regret that we may not be able to offer in-depth, individual feedback to applicants not invited to interview.

# How to apply

As part of the application process, you are required to do the following:

1. Complete and submit the application form online at:
2. Complete an anonymous equal opportunities form:

# About Youth Music

We’re the UK’s leading young people’s music charity. We believe that every young person should have a chance to change their life through music. Yet our research shows that many can’t because of who they are, where they’re from or what they’re going through.

Through our insights, influence, and investment in grassroots organisations, we make sure more young people aged 0-25 can make, learn and earn in music nationwide.

Youth Music is a national charity funded thanks to the National Lottery via Arts Council England, players of People’s Postcode Lottery and support from partners, fundraisers, and donors. Find out more about our work on the Youth Music Website and read more about our funding programmes on the Youth Music Network.