

### **SMA Student Ambassador**

Offered on in-kind basis in exchange for agreed SMA tuition

Payment made hourly at £9ph for previously agreed, one off projects or extra hours.

SMA Saturdays 8am – 6pm

Sheffield Music Academy are always on the lookout for graduate students looking to gain some work experience in exchange for an agreed timetable of tuition.

An ambassador helps the General Manager and Administrator on SMA Saturdays with:

- Reception duties: assisting students with sign-in, helping students and staff to their classes, keeping the reception area clean and tidy and making themselves available to help where it is needed
- Opening and/or locking the Birkdale building every Saturday. Moving furniture, getting stands out and putting stands away, tidying music, washing up in the Tuck Shop. Arranging notices and reception areas.
- If agreed and discussed with staff, we can also offer teaching assistance jobs in large ensembles and/or theory classes. Individual interests should be discussed in advance.

A certain level of fitness is required for this role as it involves moving between the Birkdale buildings regularly throughout the day and some moving and lifting of furniture (observed and conducted safely).

The SMA Ambassador can also assist in the office if they are available and interested, duties include:

- Filing, shredding, and sorting
- Assisting the Administrator with staff registers, sign-in sheets, name badges and basic data entry
- Some research and data analysis work as required

Students interested in becoming an ambassador, should apply in writing to the General Manager and Music Director before the start of the summer term (1<sup>st</sup> June) stating their interests, availability and why they would like to do the job. More than one Ambassador may be appointed depending on necessity and after an informal discussion with the Music Director, successful candidates will be informed before the end of July when terms of the role will be agreed.

### **SMA Work Experience and Placements**

For younger students interested in getting some work experience, SMA can take on a limited number of placements during the schoolwork experience weeks to assist in the office. Interested students should chat to the General Manager in the first instance and then arrangements can be made to discuss with the school and confirm details.

### **Event Volunteers**

SMA are always keen to speak to anyone interested in helping generally on a Saturday and/or at events and concerts. Please get in touch with the General Manager to discuss further.