



# Applicant Pack



**B:Music**





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# Welcome

Thank you for your interest in joining the team at B:Music.

B:Music is the music charity responsible for the iconic venues Symphony Hall and Town Hall. We host over 850 events each year in support of our mission to inspire a love of live music through performance, participation and learning.

The success of these events rely on the B:rriliant B:Music team. We come from all walks of life, from gigging musicians, professional opera singers and DJs through to ex-probation officers and teachers. Our roles range from casual shifts to full-time salaried and include Finance, I.T, Marketing, Catering and Development as well as jobs more typically associated with live music - Technicians, Programme, Box Office and Front of House roles.

If this role isn't quite right for you, do keep an eye on our website for future opportunities.

At B:Music we believe in the power of music as a cohesive force that builds shared experiences, creates communities and makes life better. If you believe that too, please apply to use your skills and experience to directly support that belief.

I look forward to hearing from you.

**Nick Reed**  
CEO



'The whole experience was made all the better for the genuine warmth and service from the whole team'

**Audience Feedback**



A photograph of three people, two men and one woman, smiling and posing together. They are wearing dark grey polo shirts with the 'B:Music' logo. The woman is in the center, with her arms around the shoulders of the two men on either side of her.

# Our team is centre stage of our organisation

Even when they're back stage, in the kitchen or behind a desk. From every walk of life, they're united by a passion for live music and performance.

A photograph of a woman, Sally Rea, performing on stage. She is wearing a purple jacket and a wide-brimmed hat, singing into a microphone and playing an acoustic guitar. Another musician is visible in the background.

## Sally Rea

**B:Music:** Contemporary  
Programme Producer

**B:You:** Country Singer/Songwriter

A portrait of a man, Tom, smiling. He has short dark hair, a beard, and is wearing glasses and a white t-shirt.

## Tom

**B:Music:** Project Manager

**B:You:** Artist

A photograph of a woman, Alex, performing. She has curly hair and is wearing a light-colored button-down shirt, singing into a microphone.

## Alex

**B:Music:** Jazz & Emerging Talent  
Programme Producer

**B:You:** Founder Amplify Sounds

A portrait of a man, Des, smiling. He is wearing a dark polo shirt and a black cap.

## Des

**B:Music:** Production Co-ordinator

**B:You:** Musician

A portrait of a man, Lee, with a beard and tattoos, wearing a grey chef's jacket with the 'B:Music' logo. He has his arms crossed.

## Lee

**B:Music:** Head Chef

**B:You:** Wolves FC Superfan

A portrait of a woman, Lerah, with long dark hair, wearing a white collared shirt under a grey patterned jacket.

## Lerah

**B:Music:** Marketing Officer

**B:You:** Writer





# Why work for B:Music?

## Passion for Music

If you have a love for music and live performance, working at B:Music is an opportunity to immerse yourself in the industry and surround yourself with like-minded individuals who share your passion.

## Musical Atmosphere

Working at B:Music means playing a part in creating and fostering an environment where people come together to enjoy music, creating unforgettable experiences for both artists and audiences. Every role plays its part in supporting artists on stage and creating 'the best night ever!' for audiences.

## Exposure to Artists:

B:Music attracts a diverse range of talented musicians and performers. Working at the venue gives you the chance to interact with and learn from these artists, gaining insights into their creative process and possibly building connections within the music industry.

## Community Engagement

B:Music venues serve as cultural hubs, bringing people together. We provide a space for cultural expression, promoting local talent and fostering a sense of belonging among music enthusiasts. Whether you're selling a ticket, serving a drink, booking a room or creating an invoice, you're part of making the magic happen

## Personal Growth

Working in a music venue will challenge you to adapt, problem-solve and develop new skills. B:Music can help you to grow personally and professionally.

## Enjoyment and Entertainment

Music has the power to uplift spirits. As an employee of B:Music, you get to witness live performances, enjoy the music and share that joy with others.

'The event was really fantastic, the catering and staff were superb'

**Event Organiser**





# Background Information

We are a music charity who love to make great music happen! With our two venues, Town Hall - Birmingham's most iconic historic building and a hub of civic and cultural life for more than 180 years, and Symphony Hall- one of the world's finest concert halls, we are home to everything from internationally renowned classical, rock and pop artists to award-winning comedians. Our work also embraces talent development and learning and participation, both in our halls and the wider community. The events that we produce entertain and inspire audiences of all ages.

## Town Hall

For nearly two centuries, Town Hall has provided the citizens of Birmingham with a forum for political debate as well as an important symbol of their, and the city's, purpose and aspirations. It was the meeting place for local government until the Council House opened in the 1870s and, since then Town Hall continued as a forum for debate, speech-making and music through the 20th century. Since its opening, Town Hall was the original home of the City of Birmingham Symphony Orchestra (CBSO), and has hosted nearly every prime minister, as well as musicians from Elgar to Led Zeppelin, Mendelssohn to The Beatles and Count Basie to Black Sabbath. Town Hall has undergone numerous alterations and changes over the years, to reflect the evolving needs of users and performers of the time.

In addition to the building's impressive Roman Revival civic architecture, visitors are also struck by the magnificence of Town Hall's specially commissioned organ. Paid for from public funds, the instrument was a record breaker; being the largest organ in England at the time. Even today, it is still comparable with the most powerful of cathedral organs around the world. The organ's reputation as one of England's finest historical instruments has been confirmed by the excellence and reputation of the Birmingham City Organists who have continued to demonstrate the instrument's versatility.

'The most amazing thing that has come out of this whole process is the connections and friendships we have made across our choir communities and the support we have given each other'

**Community Spirit Choir Leader**



## Symphony Hall

Symphony Hall sits in Centenary Square in the heart of Birmingham City centre and became home to the City of Birmingham Symphony Orchestra (CBSO) when it opened in 1991. It also hosts the best in jazz, world music, folk, rock, pop and stand-up comedy. The Hall also plays an important role in the life of the region and is regularly used for community events, graduation ceremonies and conferences.

Built to a traditional design, the approach to the development of the Symphony Hall was uniquely co-created between the appointed architects and acousticians. Every aspect of the interior design, from the shaping and dimensions of the Hall to the type of materials used for surfaces and seat covering, was meticulously selected, making Symphony Hall an acoustic triumph. Symphony Hall is regularly ranked as one of the top ten concert halls in the world.

In January 2021 the Making an Entrance project at Symphony Hall was completed. This £13.2m redevelopment of Symphony Hall's public spaces has transformed the building providing a new direct connection with Centenary Square, bigger bars, a Cafe and new spaces for performance, learning and connection. The new opportunities created by these spaces are a key part of the charity's ambition to open up Symphony Hall with an accessible programme of free and low-priced activity.

'Wow! What a night!!! Quite simply the best night of our careers. When can we do it again? All your staff were brilliant, very helpful, and we cannot thank them enough for making our visit so very special.

**Talon Founder**





# Our Education & Community Programmes

We are at Birmingham's cultural heart and as a registered charity, we have one mission: to inspire a love of live music, through performance, participation and learning.

Each year, we connect over 18,000 young people and adults to the world of music and performance across the West Midlands through our Learning and Participation programme.

## Our flagship programmes include:

**B:and Together:** Our programme of Jazz and Gospel based workshops for young people aged between 11-19 years old. Up to 40 young people meet every fortnight in Symphony Hall with qualified, inspirational musical tutors (some of whom have come through the programme themselves) to develop their music and performance skills, learn more about gospel and jazz music and play with other like minded young people from across the region. The programme also includes a week long non-residential Summer School, where 60 young people from across the region make music together and learn from a diverse group of industry professionals. Our B:and Together programme also enables participants to experience performance opportunities on B:Music's world class stages.

**B:Aspirational:** This project is for 16-19 year olds who are studying in colleges within levelling up areas and Arts Council England priority places. We work with college tutors to support the curriculum, providing tickets for students to attend concerts and gigs at our venues, enabling showcase performances for students on our stages and work experience opportunities in our back stage roles.

**Rise Up:** B:Music's free to access, all female jazz ensemble. Now in its second cohort, Rise-Up is a unique, free-to-access, talent development opportunity and is a positive step towards achieving a 50/50 gender split in the jazz sector. Participants work closely with a lead tutor and mentor who provides support with additional industry workshops led by inspirational female artists and a bursary to help them secure 1 to 1 tuition with their desired tutors with the support of B:Music.



'This has changed his life'

**B:and Together Parent**



**Peer Mentors:** This year we are providing 6 music students aged 19-25 with paid mentor positions. Our Peer Mentors come from a diverse background studying at the Royal Birmingham Conservatoire, BiMM, Birmingham University and Wolverhampton University. They will support our tutors in schools across Ladywood and on our Summer School; providing invaluable support and inspiration to our young participants whilst also gaining work experience – building their musicianship and tutorial skills.

**StE.P Up:** This project focusses on engaging with autistic young people in mainstream schools who have an interest in DJ'ing and music production. This fully inclusive and specially adapted 12 week programme takes place both in schools and in recording studios with students able to work on high tech DJ and production equipment creating their own E.P. We have worked with Autism West Midlands on this project and the wider access to our venues and programme

**Carers Programme:** Working with Midland Mencap we have developed a programme of music based activities for unpaid carers based within Birmingham; this includes tickets to concerts, music making and fully relaxed concerts

**Funded Gigs and Concerts:** The funds we raise also enable a diverse programme of over 100 free and low cost concerts and gigs in our new performance spaces across all genres including world music, country, classical and Jazz!

In addition we have a number of other projects connecting our communities to our venues including a community choir project, workplace choirs, song-writing and poetry with the LGBTQ+ community and a Youth Board. We work in partnership wherever we can, supporting other arts organisations and charities across the city, enabling us all to reach more beneficiaries. Partners include Midland Mencap, The Birmingham Hospice, the Birmingham LGBTQ+ Centre, Ex Cathedral, Black Voices, Girl Grind, Celebrating Sanctuary and many more.

‘Being recognised as an important part of the band was something I really appreciated’

**B:and Together Member**





# Our Fundraising Activity

Our ambition is to develop and expand our programmes and audiences further, to bring more music to more people. Through B:Music, the charity that runs Town Hall and Symphony Hall, we have built up a steady fundraising programme that raises c.£650,000 per annum. This has successfully supported a number of key initiatives over the last few years, however we believe we can do much more.

# Our Commitment to Diversity

At B:Music, we know that diverse voices and perspectives contribute to a thriving artistic community. By embracing diversity in all its forms - be it musical genres, cultural backgrounds, ethnicity, sexuality, disability, or identity - we create a space where musical expression can flourish. To achieve this B:Music strives to make the venues accessible both for employees and our visitors.

In our recruitment we aim to remove barriers and provide equal opportunities for individuals to join us. This includes, but is not limited to anonymised application forms, panel shortlisting and always advertising our roles locally. We have undertaken to support people in apprenticeships and offered work experience opportunities to local colleges.



'My cousin hasn't stopped talking about it. It was honestly a really special experience to be able to do that with her. We never go out when she comes up as she struggles with background noise and we don't quite sign well enough. We're all really grateful. Thank you.'

**The Gruffalo Audience Member**



# How we recruit

## B:Interviewed

At B:Music all our interviews are structured in the same way. All candidates will be asked the same questions in the same order.

You are being interviewed for the skills and the experience you bring. The questions you will be asked are designed to allow you to respond and demonstrate those skills and experiences.

In some cases, you may be asked a follow up question. Equally, if you aren't clear on what the question is asking you, tell the interviewer and the interviewer will try and restate the question more clearly. The interviewer will usually make a note of a restated question.


After each answer you give, the interviewer will make some notes and score your answer to help them make a fair decision.

Most of the questions will be open ended, a mix of behavioural 'tell me about a time when ...' and situational 'what would you do if ...'. The nature of the role will determine the balance between the number of behavioural and situational questions. The questions are designed to assess both your real-life experiences (behavioural) and for you to demonstrate your thinking process (situational).

In some cases you will be sent many of the questions ahead of the interview; that gives you time to reflect on your experience and to consider your responses.

In addition to the panel interview, you will have an additional assessment, either work or skills focused.

In most cases the assessment will take place on the day of the interview. On occasion we will ask candidates to prepare ahead of the interview, usually in the form of a presentation to the panel.



'We're loving the new Jennifer Blackwell Performance Space. I love the intimacy of being close to the audience and interact with them more'

**Shereece Storrod: Black Voices**



## B:Prepared

Before the interview, look at the role profile and pay particular attention to the person specification; you are going to be asked questions in line with those criteria. If you have been sent the questions, please look at them.

In preparing your answers, think of the experience and skills you have in relation to either the question or the criterion.

In most cases you are likely to be asked a behavioural question. They're easy to spot, they will start like this:

Tell me about a time when ...

What do you do when ...

Have you ever had ...

Give me an example of ...

Describe ...

The best way to answer these questions is using the STAR method, if you google the term, you will see loads of resources, but this is a useful summary.

**Situation:** succinctly describe the scene.

**Task:** describe what was **your** responsibility in the situation.

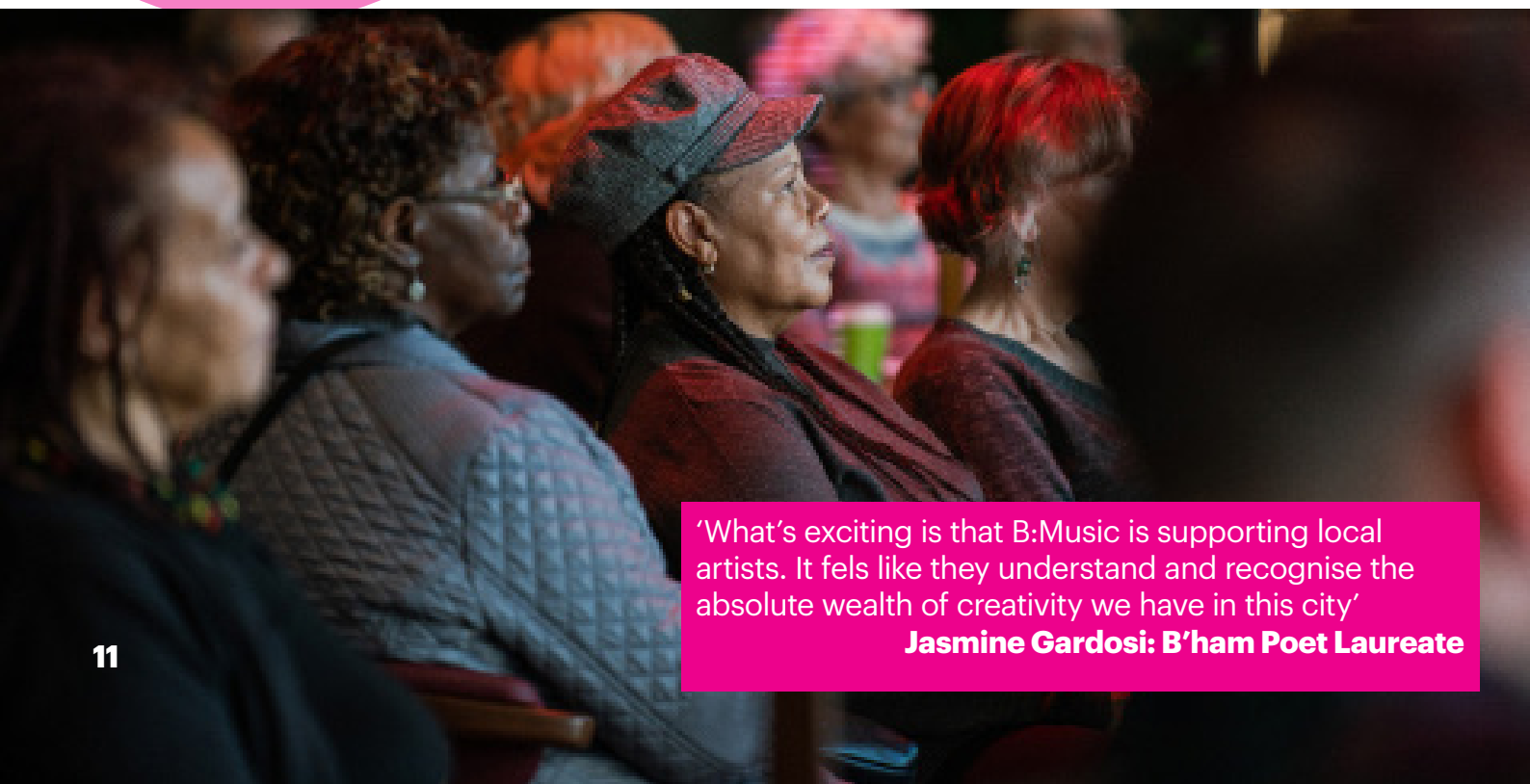
**Action:** explain what steps/action **you** took to address it.

**Results:** what happened because of **your** action.

Behavioural questions are looking for you to demonstrate how you handled a particular situation; with you demonstrating your positive contribution and what you learned. This doesn't have to be a work situation, you may have encountered a particularly challenging situation at school, college, or in a voluntary capacity.

In most cases you will have put your 'best' answers on the application form, so it's important to think of other examples for the interview. When asked, it is reasonable to make direct reference to your application and the example you gave there, but to say that you are going to give another example. It shows a depth of experience.

The most common mistake people make when they answer a question is that they don't highlight their specific contribution. Overuse of the word 'we' makes it difficult for the interviewer to determine what you did and what someone else may have done. Most of us work collaboratively, that's why we ask you to take time ahead of the interview to work out what exactly you did in the situations you are likely to be asked about. It will help.



'What's exciting is that B:Music is supporting local artists. It feels like they understand and recognise the absolute wealth of creativity we have in this city'

**Jasmine Gardosi: B'ham Poet Laureate**



## Terms

The salary for this role will be on the role profile and dependent on experience The package includes:

- Annual leave and public holidays - 25 days rising to 27 days + 8 days Bank/public holidays
- NEST pension scheme for all qualifying staff based on full salary (3% employer)
- Death in service benefit - death in service scheme for all staff at 2 x base salary
- Employee Assistance Programme - 24hr phone line for advice and support on various matters including legal, debt, counselling etc.

## How to Apply

Complete both parts of the application. The shortlisting and interview panel will only be given the 'supporting information'. You can either complete the form in writing, send a video, or voice note.

Give details of relevant achievements in recent posts as well as your education and professional qualifications in your application. Look at what the role requires and try to match your experience to that.

Make sure you've included your telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.

Return the completed forms to [recruitment@bmusic.co.uk](mailto:recruitment@bmusic.co.uk)

Please do not hesitate to email the recruitment inbox with any questions.



'The backstage staff were amongst the nicest and most helpful they've ever encountered – please pass on their thanks!'

**Artist Manager Feedback**