**Making Music Platform Manager**

**Application task brief**

Contents

[Use of AI for your task responses 1](#_Toc201907413)

[Task one 2](#_Toc201907414)

[Task two 3](#_Toc201907415)

[Task three 4](#_Toc201907416)

# Use of AI for your task responses

We value authenticity and transparency. If you want your application to stand out, using a generic AI-generated response isn’t going to separate you from the crowd, even if it promises to personalise the response. If using AI in your job application, it should enhance your written application and showcase your best self. It’s not about creating a persona that isn’t you.

Whilst we do not prohibit the use of AI in job applications, we caution the following:

* AI-generated content may lack specificity and fail to address key criteria outlined in the job description.
* Personalisation is essential to convey individual skills, knowledge, and experiences effectively.
* Over reliance on AI-generated content is discouraged and may diminish the applicant’s chances of success.
* Where AI has been used, we ask applicants to declare this in their applications in the interests of transparency.

# Task one

**Contextual information for completing the task**

The Making Music Platform includes a database which lists individuals (members, friends, sponsors etc.).

The database can be filtered so that individuals matching certain criteria can be pulled into lists.

The criteria an individual must have, to be pulled into each list, is outlined in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **List 1: All Members of Making Music Group** | **List 2: All Sopranos in MM Choir** | **List 3: All previous friends of Making Music Group based in Yorkshire** | **List 4: Junior Members of the Training Band that pay Termly** | **List 5: Active individuals in London opted in to receive emails** |
| **Allowed Association Types:**  | Member | Member | Sponsor, Donor, Supporter, Visitor | Member | Member, Donor, Visitor |
| **Allowed Association Levels:** | Full, Associate | Full, Associate | Any | Any | Any |
| **Allowed Association Status:** | Active | Active | Former, Inactive | Active, Leave of Absence | Active |
| **Allowed Ensembles:** | Any | MM Choir | Any | Training Band | Any |
| **Allowed Ensemble Status:** | Active | Active | Any | Active, Prospective | Any |
| **Allowed Ensemble Sections:** | Any | Soprano | Any | Any | Any |
| **Allowed Membership subscription types:** | Any | Any | Any | Junior/Student | Any |
| **Allowed Membership Subscription Frequencies:** | Any | Any | Any | Termly | Any |
| **Allowed Area:** | Any | Any | Yorkshire | Any | London |
| **Opted in to receive emails** | Yes | Any | Yes | Any | Yes |

A list of individuals can be found in the excel spreadsheet which can be [downloaded here (Excel).](https://www.makingmusic.org.uk/sites/makingmusic.org.uk/files/Documents/Jobs/Making%20Music%20Platform%20Service%20Manager_Excel%20for%20task%20one_For%20candidates_1.xlsx)

**Task one outline:**

It is expected that individuals will be pulled into the list(s) outlined in column L of the spreadsheet (called **List(s) individual should be pulled into)**.

For each individual, please state in column M either:

* they will be pulled into the expected list(s)
* they will not be pulled into the expected list(s) and provide a reason why. Please also highlight the incorrect cells in yellow showing why they will not be pulled into that list.

Once completed attach your file to the online application form.

# Task two

A central part of the role of Making Music Platform Manager is to respond to queries from members to diagnose and resolve problems.

A member has emailed and said: ‘We have created a mailing list for all our string players, but for some reason not everyone is receiving the emails we send to them via our Making Music Platform - please help!'

Firstly, list 5 things you think could be the cause? Secondly, write a reply to the member to ask them for more information to help you resolve this problem?

Both parts of this question can be typed into the box on the online application form.

# Task three

The Making Music Platform Manager has a varied and busy role which requires a high level of organisational and time management skills.

It is a Monday morning, and you have started work for the day.

Below, we have outlined some of the tasks the Making Music Platform Manager would be responsible for completing.

Put the tasks outlined below in order of completion from 1 to 10 (with 1 being the first task you complete and 10 being the last task you complete) and provide an explanation of why you would complete each task in that order.

Your answer can be typed into the box on the online application form.

a) The developer has made a small update to all Making Music Platform’s. You need to send a news update out to members about this

b) Your manager has assigned you an ongoing data task which needs to be completed by the end of the week.

c) The phone is ringing, and you are the only team member available to answer the call

e) It is your responsibility to chase all Making Music Platform renewals which have not been paid. This task usually takes half an hour of your time

f) This morning a member has signed up to use the Making Music Platform Service. We usually send invoices for these within 3 working days

g) A group’s Making Music Platform needs to be set up by the end of the following day. This task will usually take a few hours of your time

h) A member has emailed to say that their website is currently not working and is showing an error message

i) You have a staff meeting in the afternoon that you want to prepare for. This will take 10 minutes of your time

j) You want to refresh your knowledge of how the Making Music Platform can help group’s sell tickets for their events. You want to spend some time re-reading the Making Music resources and carrying out your own research about this topic

k) Twice a week you check the Making Music Platform Facebook group to see if anyone has requested to join the group or if there are posts which need your attention. The group is provided so that members can share their ideas and help one another with their Making Music Platform