

16 January 2017

Dear Applicant,

Office and Membership Assistant

Thank you for your interest in this job with Making Music.

Together with this letter, please also download:

1. The job description;
2. The Equal Opportunities Monitoring form

If you would like to apply, please send us your CV with a letter explaining why you are the right person for the job and telling us about how your experience is relevant to the job description.

Please send your CV and letter, together with the Equal Opportunities Monitoring Form, by e-mail to vacancies@makingmusic.org.uk to arrive by **9:00am on Friday 3 February**.

Interviews will be on **Wednesday 8 February** at our office near London Bridge. Please tell us if this date is not possible for you and we will do our best to make alternative arrangements. We will tell you by **2pm on Monday 6 February** if we would like to interview you.

We warmly welcome applications from all sectors of the community and all kinds of individuals, including from disabled candidates. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for this vacancy. Please let us know if you need this job information - or would like to apply for the job - in a different format.

Ideally, we would like someone able to work 4 or 5 days/28 or 35 hours a week, but if you can't do that, please still apply and tell us how many days or hours you could work. We can't promise, but we will do our best to accommodate the right person for the job!

You should definitely have experience with Microsoft Office packages and be reasonably quick at typing; you need to be really good at dealing with all kinds of customers; and take pride in helping to maintain an efficient and nice office environment. Otherwise, training specific to the job will be provided by our friendly team.

More information about Making Music is on our website at www.makingmusic.org.uk. If you have any questions about the job which are not covered in the information we have already provided, please email vacancies@makingmusic.org.uk or phone us on 020 7939 6030.

We look forward to receiving your application.

Yours sincerely,



Barbara Eifler
Executive Director