



**SUPPORTING AND
CHAMPIONING
LEISURE-TIME MUSIC**

Making Music
The National Federation of Music Societies
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www.makingmusic.org.uk

The Duchess of Kent *Patron*
Debbie Wiseman OBE *President*

Dear Applicant,

Member Communications & Engagement Manager

Thank you for your interest in this job with Making Music. Together with this letter, please also download the job description which tells you what we will expect you to do in this job and what we are looking for from.

We really hope you will apply and we are happy to make adjustments to our application process. Please contact James (office@makingmusic.org.uk, phone 020 7939 6030) if we can help with different formats or in other ways which will let you demonstrate your capabilities.

If you would like to apply, please complete the [application form on our website](#). We ask you:

- for your contact details, so we can get in touch if we would like to meet you for an interview, but these will be separated from the rest of your application
- to complete three tasks/questions. Your answers to these are used to create a longlist.

If you are on the longlist, we will ask you:

- to complete a second form with your education and employment or volunteer experience
- to answer one further question about whether you have experienced barriers to opportunities in the past due to a protected characteristic or your socio-economic background. If you have, and we have to decide between candidates of equal merit for interview, we will take positive action to include you on the final interview shortlist.

Timeline

- Please complete the application form no later than **9.00am on Monday 28th July 2025**.
- We will contact you by **5.00pm on Wednesday 30th July** if you are longlisted and we would like you to submit the second stage of information.
- Deadline for submission of second form – **9.00am Thursday 7th August**.
- We will notify you by **5.00pm on Monday 11th August** if we would like to interview you.
- **Thursday 14th August** - Interviews will be in person in our office in London (near Moorgate).

We will pay your travel expenses to come to interview. If we ask you to interview, let us know if the time of your interview is important e.g. so you can travel in one day.

For more information about Making Music, see www.makingmusic.org.uk. If you would like more information about the job, please email office@makingmusic.org.uk or call us on 020 7939 6030.

We look forward to receiving your application.

Yours faithfully,

Barry Holloway

Barry Holloway, Marketing Director