



# Volunteer role description: Listener for the Selected Artists Panel

## Section 1: What is Making Music and what do we do?

### Vision

Everyone has opportunities within reach to make and present their kind of music with others.

### Mission

Making Music is a membership organisation which supports, stands up for and celebrates groups of people making and presenting music together in their leisure time across the UK.

### Objectives

In the next five years (2017-2021) Making Music will:

1. Help Making Music groups become stronger and better able to connect with new members and audiences
2. Stand up for and celebrate Making Music groups, their members, and others coming together to make or present music in their leisure time across the UK
3. Invite and welcome all kinds of music groups to become part of the Making Music community
4. Ensure Making Music is sustainable and robust for the longer term

For more information, please visit <https://www.makingmusic.org.uk/about-us/annual-report-and-accounts>.

## Section 2: What is the Selected Artists Panel?

The Selected Artists Panel consists of representatives from our promoter member groups. Each year the panel selects a number of established professional musicians and ensembles for inclusion in Making Music's guide, *Selected Artists*.

The Selected Artists Guide makes booking professional artists affordable for leisure-time music groups and promoters - Making Music members can book the listed artists at an affordable fee, and can also take advantage of further subsidies towards the cost of the booking. In turn, the artists gain exposure and more opportunities for bookings.

For more information please visit <https://www.makingmusic.org.uk/selectedartists>.

## Section 3: Purpose of role

Our pool of Listeners attend live performances by applicants for the guide at locations across the UK. After the performance they complete a short report form, commenting on the artists' musical ability, presentation and audience engagement, and choice of programming. They then return this form to the Listeners Co-ordinator within 7 days of the performance. The report forms are used by the Selected Artists Panel when making their final selection for the guide.

## Section 4: Main activities/tasks:

- Attending local concerts (complimentary ticket provided), for the purpose of assessing and reporting on the artist(s) performing
- Completing a report form for each performance, answering a specified set of questions and giving as much detail as possible
- Submitting the form to the Listeners Co-ordinator within 7 days of the performance
- Attending in-house training sessions as required

## **Section 5: Skills/experience required:**

### ***Essential***

- An interest in and enthusiasm for music
- Ability to express opinions clearly and objectively
- Ability to meet deadlines
- Ability to travel to attend performances
- Tact, diplomacy and confidentiality
- The ability to represent Making Music in a professional manner

### ***Desirable***

- Competence using IT to support the role (e.g. emails, Microsoft word)
- Knowledge of how leisure-time promoting groups (e.g. concert clubs/societies) are run

## **Section 6: Training offered**

Regular in-house training on best practice will be provided.

## **Section 7: Location**

Concerts take place across the whole of the UK, and you will be able to choose from a list which ones you are able/willing to attend. Complimentary tickets to performances are provided. Occasional travel to organised training sessions may be required.

## **Section 8: Expenses**

Out of pocket expenses, supported by receipts / copies of phone bills, will be paid in line with Making Music's Expenses Policy (available on request).

## **Section 9: Hours**

The listening period takes place on an annual cycle from the middle of August through to the end of the following February. Concerts can take place at any time of day, both weekdays and weekends, the majority are lunchtime or evening concerts. For each concert we estimate 2 hours of listening and 1 hour of report writing, plus any travel time required. Listeners can choose to attend as many or as few performances as they wish.

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