



**SUPPORTING AND  
CHAMPIONING  
LEISURE-TIME MUSIC**

Making Music  
The National Federation of Music Societies  
8 Holyrood Street  
London SE1 2EL

Tel 020 7939 6030  
[info@makingmusic.org.uk](mailto:info@makingmusic.org.uk)  
[www.makingmusic.org.uk](http://www.makingmusic.org.uk)

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

Dear Applicant,

## **Marketing and Communications Assistant**

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

Together with this letter, we hope you have downloaded the job description which tells you what we will expect you to do in this job and what skills and experience we are looking for from you. (If you have any problems with accessing this, email [info@makingmusic.org.uk](mailto:info@makingmusic.org.uk) or call 020 7939 6030 and we can email you the information.)

If you would like to apply, please do this [on our website](#) and tell us about how your skills and experience are relevant to the job description.

Please submit your application **no later than 9:00am on MONDAY 27<sup>TH</sup> SEPTEMBER.**

Interviews will be take place on **FRIDAY 1<sup>ST</sup> OCTOBER ONLINE ON ZOOM.** We will contact you by **1pm on Wednesday 29<sup>th</sup> September** if we would like to interview you.

We realise that we could miss out on incredible talent joining Making Music because you might not see yourself in every single one of the job tasks or skills in the job description. Please don't be put off if you feel you don't tick all of the boxes - if you think you could be great for this job, but aren't entirely sure, please apply anyway, or contact us at [vacancies@makingmusic.org.uk](mailto:vacancies@makingmusic.org.uk) and we will be happy to have a chat or email you back.

For more information about Making Music, see [www.makingmusic.org.uk](http://www.makingmusic.org.uk). If you would like more information about the job, please email [vacancies@makingmusic.org.uk](mailto:vacancies@makingmusic.org.uk) or ring us on 020 7939 6030.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink on a light blue background. The signature reads "N. Joanes" with a stylized flourish at the end.

Natalie Joanes  
Communications Director