



**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
www.makingmusic.org.uk

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

Dear Applicant,

Membership and Services Administrator

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 or call 020 7939 6030 and we can email you the information or send it in a different format.)

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 31st January.**

Interviews will take place on **Friday 4th February online via Teams.** We will contact you by **1pm on Wednesday 2nd February** 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 and we will be happy to have a chat or email you back.

For more information about Making Music, see www.makingmusic.org.uk. If you would like more information about the job, please email 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, appearing to read "Ben Saffell".

Ben Saffell
Membership and Operations Director