

## musicSPACE Volunteer

### About musicSPACE

musicSPACE is Drake Music Scotland's programme of in-house music activities which take place in the organisation's state of the art and fully accessible music studio, working with adults and children with a wide range of disabilities. Specific projects and activities include band rehearsals, collaborative projects with community groups, and an accredited course with Jewel & Esk College and individual sessions.

We are seeking a maximum of 3 Edinburgh-based volunteers to help support the individual sessions, which runs in 3 blocks of 10 weeks over the year. A Drake Music Scotland Associate Musician leads each block of one-to-one sessions.

### Responsibilities

- To meet and greet participants at reception and bring them to the studio. This may involve holding doors open for participants who use a wheelchair.
- To pass on any necessary paperwork such as invoices, publicity permission forms, registration forms etc.
- To be 'on hand' to support the Musician during the session and be present in the room just outside the studio.
- To ensure that sessions do not run over schedule.
- To help set up the studio and arrange instruments for workshops.
- If participants have not arrived for the start of their session, to inform the Administrator so that they can be contacted.
- To familiarise yourself with Drake Music Scotland's Safeguarding Policy and Guidelines for good practice.
- To provide feedback about your volunteering experience with us.

*Volunteers will need to join the PVG Scheme. This service is free to volunteers and Drake Music Scotland will provide full details.*

### The Schedule

The times below relate to the Autumn 2011 term but the Spring 2012 term will run on a similar basis. *However, we would like volunteers to attend the sessions, week beginning 5<sup>th</sup> December.* This is the last week of term and will allow volunteers to meet key personnel and see how the sessions run.

Mondays                      1.30 – 5 pm  
Spring dates: 16<sup>th</sup> January – 26<sup>th</sup> March (no sessions on 13<sup>th</sup> February)

Wednesdays 1 – 4.30 pm  
Spring dates: 18<sup>th</sup> January – 28<sup>th</sup> March (no sessions on 15<sup>th</sup> February)

Fridays 1 – 6 pm  
Spring dates: 20<sup>th</sup> January – 30<sup>th</sup> March (no sessions on 17<sup>th</sup> February)

We are looking to recruit a maximum of 3 volunteers – one for each afternoon of sessions. However if you are interested in volunteering for more than one afternoon please let us know.

### Payment of Expenses

We are able to pay travel expenses for Edinburgh-based volunteers, based on mileage of 0.35 ppm or upon receipts provided by public travel operators.

### Person Specification

We would like to recruit volunteers with the following skills/commitment:

- A keen interest in promoting accessibility and inclusivity in music education.
- A friendly and approachable manner and the ability to communicate with a wide range of people including participants with disabilities, parents and support workers.
- The ability to act with common sense and initiative, liaising with Drake Music Scotland musicians and core staff as necessary.
- Able to commit to 10 weeks of sessions on a Monday, Wednesday or Friday afternoon for the spring term 2011.

### How To Apply

Please submit a letter clearly stating why you are interested in this opportunity and why you would be a suitable volunteer. Please include details of two referees with your letter. If you would also like to submit a CV in support of your application, please do so.

**Deadline: Monday 21<sup>st</sup> November, 5 pm**

If you have any further questions or queries please contact:  
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