Artist in Residence Application Pack
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Introduction

Drake Music is a charity that works across the UK with disabled people who use new ways to make music.

We are looking for 3 new Artists in Residence.

An Artist in Residence is someone who makes new music for a salary.

A salary is when you get paid every month.

This information explains:
- more about the job
- who can apply
- how to apply.
The job

If you get the job you will:

- work with us and other musicians to make new music in new ways

- be paid a salary of £10,000

- work 2 days a week

- have the job for 10 months

- have paid time off for holidays.

You will be working from home until we can go back to an office safely.
What you will do

You will make a new piece of music.

For this, you will have to:

- find out about new ways to get audiences involved with your work
- help to get people to find out about your music
- work with other people to create new music
- be in charge of your project
• get things done on time.

You will learn more about being a musician.

For this, you will have to:
• look for things you can do to get better every month

• take part in a ‘challenge’ to make a new piece of music every month

• support other Artists in Residence
• plan visits with other music and arts organisations

• think about what the most important thing for each visit will be.

You will work with Drake Music.

You will have to:

• do any training we need you to do for this job

• help us raise money
• keep notes of what you are doing and share them with us

• help a newer musician learn more about being a musician

• help us make decisions about the future of Drake Music

• help everyone feel welcome

• take part in Drake Music events
• help organise Drake Music events

• follow the laws about safeguarding and keeping people’s information safe and private.

  **Safeguarding** means keeping people safe from harm and abuse.

We might ask you to do some other things as well.

They will be similar to the things in that list.
Who can apply?

We are looking for people who can do certain things.

Some of these things are **essential**.

**Essential** means you need to be able to do them.

Some of the things are **desirable**.

**Desirable** means you don’t have to be able to do them, but we would like it if you could.

**Essential**

You will need to:

- care a lot about music, technology, the arts and making sure nobody is left out
• be able to work with people from lots of different backgrounds

• be sure you can work with other people to make music

• be able to get things done on your own

• do lots of different things at once

• be able to talk about your ideas
● want to make music in new ways that don’t leave anybody out

● talk to other musicians and share ideas with them

● want to share our work on social media.

You also need to have a certain amount of **experience**.

**Experience** is things you have done.

You need to have:

● at least 5 years experience working as a musician or sound-artist
• experience of working with other people to make music

• experience of working in a team.

You will have to prove you have done these things.

**Desirable**

We would like you to:

• know about the Social Model of Disability

• have experience managing a project
• have experience supporting others

• know about how small charities or arts organisations work

• know about safeguarding and child protection rules

• have experience of working on a musical project
• have been given money to work on a musical project before

• have been in charge of budgets before.

A budget is how much money you have to do something.
Equality

Drake Music are a team of disabled and non-disabled people.

We want to make sure everyone is equal and nobody is left out.

We want to give jobs to disabled people.

We try to make sure nobody is left out when we look for new people.

We try to think about everyone’s needs.

We want everyone to show that they can do the job.
We will make reasonable adjustments if we need to when we look for new people.

**Reasonable adjustments** are changes that places and services can make so that disabled people can take part like everyone else.

We also make reasonable adjustments for people when they are doing the job.

We want to include people from as many different backgrounds as possible.

We would love to hear from:

- Black, Asian and minority ethnic people
- **LGBTQ+** people.

**LGBTQI+** means lesbian, gay, bisexual, transgender, queer (or questioning), intersex + others.
How to apply

You need to apply by midday on Monday, 19 April 2021.

We will not read what you send us if it’s late.

You should apply by sending us an email to: info@drakemusic.org

In the subject line of the email, write ‘AIR Application’.
You need to send us these 3 things in the email:

1. A Covering letter

The covering letter should be a letter that tells us a little about you.

It shouldn’t be longer than 2 A4 pages.

You should tell us about:
- your experience
- what you can do
- why you would like this job.

If you don’t want to write, you can record yourself speaking instead.

This can be a video.
It can also just be the sound of your voice.
It shouldn’t be longer than 5 minutes.
2. Your CV or creative portfolio

A CV is a document that has information about:

- what jobs you’ve done
- what education you have
- how to get in touch with you.

A creative portfolio is a collection of creative things you have made.

You could include pictures, video or music.

Please make sure we can easily see and understand what you send us.

3. Equal Opportunities monitoring form

This is a short questionnaire which will help us to make sure we are being fair to everyone.

You will receive a copy of the form with this Easy Read document.
After you apply

We will read everyone’s applications.

Then we will make a shortlist.

A shortlist is all the people we think will be suitable for the job.

We will invite the people on the shortlist to take part in an online meeting.

We will ask them to work together to create something.

This will be in the week beginning the 3 May 2021.
We will then invite some of these people to speak to us one-to-one.

This will be in the week beginning the 10 May 2021.

We think the job will start in the week beginning 7 June 2021.
For more information

If you would like to know more, or if you need us to make reasonable adjustments for you, please contact Louis Gilbert:

Phone: 02077395444

Email: louisgilbert@dramemusic.org

We have also written some Frequently Asked Questions that might help.

There is a separate Easy Read version available.