INTRODUCTION

Welcome to the Open Learning Materials for New Deal for Musicians.

This set of workbooks has been developed for musicians and DJ's who are undertaking the Open Learning Route in New Deal for Musicians.

WHAT IS THE NEW DEAL FOR MUSICIANS?

The New Deal for Musicians aims to help musicians in the broadest sense, including vocalists, composers and performing DJ's. Many of these roles involve self employment and it is recognised that musicians need a flexible way of learning as their career progresses. These workbooks have been designed in a way that enables you to learn at your own pace, with help from your Music Open Learning Provider (MOLP) and with the ongoing mentoring support you can get from your Music Industry Consultant (MIC).

HOW WILL THESE MATERIALS HELP ME?

The music industry is very competitive, but if you are determined to succeed, there is a vast range of musical careers to choose from. These materials will help you to develop your skills and acquire a knowledge base that should enable you to work independently towards a career in the industry.

THE MUSIC INDUSTRY AND YOU

WORKBOOK 1

P1 Introduction

CHAPTER 1

HOW TO USE THE OPEN

LEARNING MATERIALS [

Want to know more?

P28 More information

P29 More tasks

P6 What is it? P6 Why do I need to know about this? Project P7 Introductory Planning Exercise P7 Learning and Development Plan (LDP) Notes and guidance P15 Introduction to the Open Learning Materials P15 How does the course work? P17 How to study P18 Attendance P19 Choosing your workbooks P20 About the workbooks P21 FAQs - Frequently Asked Questions P25 Study skills

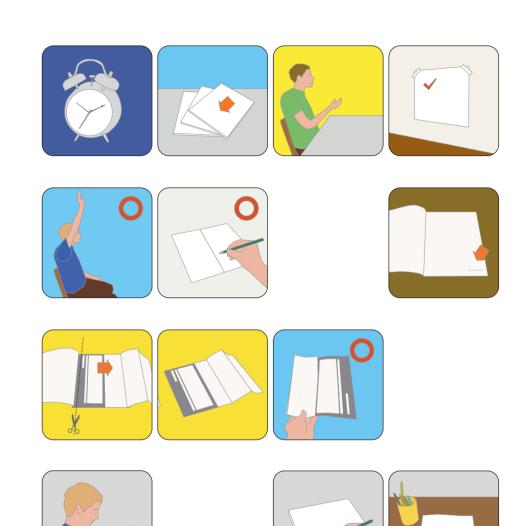
P36	What is it?
P36	Why do I need to know about this?
P37	Project
	Notes and guidance
P46	How the music industry operates
P52	The Recording Industry
P56	The Music Publishing Industry
P58	The Live Performance Industry
P60	Case studies
P62	Who are the business people to deal with?
P64	Industry membership organisations and trade bodies
P65	Collection societies
P66	International scene / trade fairs
P68	Internet Searching
	Want to know more?
P78	More information
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CHAPTER 3 SETTING YOUR GOALS **E**

P86	What is it?
P86	Why do I need to know about this?
P87	Project
	Notes and guidance
P95	Your personality
P96	Your personal skills
P97	What's stopping you?
P98	Musical skills and talent
P99	Action planning
P102	Create your Action Plan
P104	Deciding what's important
	Want to know more?
P106	More information
	More tasks
1 100	INIOLE (02V2

Chapters that are essential to this workbook.Chapters that are optional to this workbook.

P112	What is it?
P112	Why do I need to know about this?
P113	Project
	Notes and guidance
P117	Who do you know already?
P118	Where can you network?
P120	Networking skills
P122	Building your network using
	information technology
	Want to know more?
P128	More information
P130	More tasks





WHAT IS IT?

The Open Learning Materials are a set of nine workbooks, which help you move towards a career in the music industry. The workbooks are part of your MOLP programme, which will be designed specifically for you.

Your MOLP tutor will work with you to set your goals, decide which workbooks and chapters to study, decide what other tasks you need to do (for example, attending sessions in music technology, or rehearsing with your band) and check your progress.

WHY DO I NEED TO KNOW ABOUT THIS?

You need to read this chapter so that you get the most out of the materials.

Each workbook is a self-contained course, which you can work through at your own pace, with help from your MOLP.

You can 'mix and match' different chapters which are marked as 'Optional'.

Some chapters are marked 'Essential' which means these are the most important areas to study.

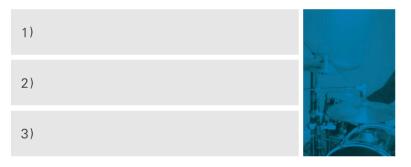
If you don't spend some time getting to know how these books work, you won't be able to get the full benefit from them.

YOU MUST HAND IN YOUR WORK BY TO Every person works at his / her own pace. As a guide, this should take you 2 hours to **HOW LONG** read and research and another 2 hours to write your answers and discuss them with should this assignment take? vour tutor. Your tutor will assess your work. He / she will give you feedback on how you have done. If you have not completed the work, you will be given the chance to do further HOW will I be assessed? work to bring it "up to scratch". For more details, please refer to your MOLP's own guidance. Read the TASKS section below. **WHAT** Then read the NOTES AND GUIDANCE section. do I do now? Carry out the TASKS.

TASKS

Read 'notes and guidance' to answer these questions

1 List 3 chapters from the workbooks which would be useful for someone wanting to organise a **GIG**.



4 Are you a library member? (If YES, skip this question) If NO, find out where your local library is and join it.

YOUR LOCAL LIBRARY
address

2 List 3 workbooks which would be useful for someone wanting to develop a career as a **SONGWRITER** or **COMPOSER**.



5 You will need to read music magazines, papers and books to do some of the projects in the workbooks. List some of the examples here:

Examples of music MAGAZINES :
Examples of music BOOKS or DIRECTORIES :
Examples of local PAPERS :

3 Every chapter has the same sections. Tick the section where you would find information to help you complete the project.

WHAT IS IT?
WHY DO I NEED TO KNOW ABOUT THIS?
PROJECT
NOTES AND GUIDANCE
WANT TO KNOW MORE?

6 When you study, you need to spot important points. Read through the following paragraph and highlight the most important words, as if you were taking notes. Underline, circle or use a highlighter pen.

"An agent is responsible for booking all live appearances on behalf of the artist. The agent will normally be appointed by the manager. Commission is typically 15% of performance fee / ticket sales. An agent may work with many local promoters to set up a tour."

8	Carr	y out	t the following tasks using a computer.	TICK when completed
		L	Turn the computer on and open a word processing application (e.g. Microsoft Word)	
	•	L	Using a word processing application, write a paragraph about yourself and save it to a disk, CD or hard drive of the computer.	
	•	L	Print your work, then close the application.	
	`	L	Open an Internet browser (e.g. Internet Explorer) and go to www.google.co.uk	
	•	L	Shut down the browser and then the computer.	
9	Writ	te yo	ur e-mail address here, or follow the instructions in Notes and Guidance on P121 to set up an account	i.
			My e-mail address is	
10	Cho	ose 1	from these words below to complete the sentences accurately	
		15	30 9 Music Industry Consultant (MIC) a selection of MOLP tutor NDPA (New Deal F	Personal Adviser)
	QUI	ESTIC	DNS	
	1)	Му	will assess how well I am doing with the workbooks.	
	2)	Му	will give me general guidance and help me make contacts with other r	music industry people.
	3)	l ne	ed to prove that I have spent at least hours per week in open learning.	
	4)	I hav	ve a choice of workbooks to study on MOLP.	
11	LDF	^o stai	nds for	

YOU MUST HAND IN YOUR WORK BY

TO

INTRODUCTORY PLANNING EXERCISE

Start work on your Learning and Development Plan (LDP). Look at the contents of each workbook and decide which ones you think you need to complete first. (Read the Notes and Guidance section)

- 1. Look at the contents of each workbook and decide which ones you think you need to complete.
- 2. Put a tick next to the chapters you want to do.
- 3. Put two ticks next to the chapters which are MOST IMPORTANT to you.
- 4. Discuss your LDP with your MOLP
- 5. Add your other open learning goals into your main LDP, with the help of your MOLP, for example, rehearsing with your band, finding other musicians to work with, or writing material.

Ask for help from your MOLP to do this.

WORKBOOK	CHAPTER	IS IT FOR ME?	TICK HERE
WORKBOOK 1	Introduction to OLM	No project in this section	
essential THE MUSIC	1. How to use the Open Learning Materials	You're learning this now!	
YOU	2. How the Music Industry operates	The recording, publishing and live performance industries, who's who and how it all works.	
	3. Where now? Setting your goals	About you, where you're headed and how you can get there.	
	4. Networking	Who you need to know, why and how to do it.	
WORKBOOK 2 essential	1. A Job in Music	About all the jobs in music, UK and abroad.	
WORK AND JOBS	2. Skills, experience and training	How to get the skills you need.	
2	3. How to find work and work placements	CVs, biogs, finding work, interviews.	
WORKBOOK 3 CREATING	1. Songwriting for rock and pop music	Understand your songs and make them better, with tips on music theory.	
	2. Creating music - Urban / Dance / R n B - Classical, Jazz, World - TV, film, games music	Understand and write the best music, including tips on music theory.	
	3. Remixing	Everything you need to know about remixing.	
3	4. Arranging	Arrange your music for other styles and instruments.	
WORKBOOK 4 PERFORMING	1. Improving your skills: - Guitar / Bass - Piano / Keys - Vocals - Drums - DJ	How good are you? Different styles, genres, techniques to use.	
	2. Rehearsing	Get more out of your rehearsals.	
	3. Performing	The art of gigging and touring – musicians and DJs.	
	4. Health and Safety	What the law and other musicians say about health and safety.	
4	5. Equipment	How to choose, maintain and repair your equipment for a price you can afford.	

WORKBOOK	CHAPTER	IS IT FOR ME?	TICK HERE
WORKBOOK 5 RECORDING AND	1. Studio recording equipment	Getting started in a recording studio, using equipment to get the best results.	
PRODUCTION	Music Technology equipment and software	Music Technology – getting started with the key equipment.	
	3. Production - Rock / Pop - Urban / Dance / R n B - Classical, Jazz, World - TV, film, games music	Get your demo together, with tips from producers.	
	4. Manufacture	How to get your product manufactured (small runs, design, packaging, duplication, web, CDR, DVD, MP3/MP4).	
5	5. Live Sound	Get the best sound – big and small, vocal and karaoke setups.	
WORKBOOK 6 MARKETING,	Why marketing, promotion and distribution?	Understand marketing, promotion and distribution.	
PROMOTION DISTRIBUTION AND RETAIL	2. Define your audience	Manager, Label, Publisher, Agent, Promoter, Public.	
	3. Creating and marketing your package	Market your product and yourself -getting gigs and finding venues.	
	4. Promotions	Radio, media, live events, publicity, sponsorship and merchandise.	
	5. Distribution	Where and how to distribute your product.	
6	6. Retail	Record shops, online, mail order clubs, digital downloads, music shops, pro-audio retail.	
WORKBOOK 7 COPYRIGHT, LEGAL AND	1. Dealing with intermediaries	Manager, accountant, lawyer – when do you need one?	
MANAGEMENT	2. What is copyright?	What copyright means - songs, sound recordings, publishing, clearance and infringement.	
	3. Music industry contracts	Recording, publishing, management, Agent / promoter / venue contracts.	
	4. Group agreements	If you collaborate with others, you've got to read this.	
7	5. Legal and business issues	Do's and Don'ts – how to survive in business – PAYE and tax	
WORKBOOK 8 BUSINESS AND MONEY	Dealing with financial advisers	Book keepers, accountants – when do you need one?	
MONET	2. Preparing for self employment	Working for yourself – the real story. Includes business planning.	
	3. Exploitation of rights	Making music pay - how to get money from the music you create, play and record – PRS, MCPS and others.	
	4. The business of performance	Making money – from gigs, tours, merchandise.	
8	5. Money and earnings	Be Money Wise - Budgets, cashflow, funding. What do people earn?	
WORKBOOK 9	1. A career in teaching music	Different teaching roles and how to do them.	1
TEACHING MUSIC	2. Instrumental teacher	Musical and teaching skills, marketing and business plans for freelance work.	
	3. Community musician / music leader	Musical and workshop skills, marketing and business plans for freelance work.	
9	4. Schools and colleges teacher	Skills, experience and training – how to get what you need.	-

INTRODUCTION TO THE OPEN LEARNING MATERIALS

This section explains the design of the materials and how to use them properly. Each workbook is a self-contained programme that helps you develop a career in the music industry.

HOW DOES THE PROGRAMME WORK?

You need to be active on the programme for at least 30 hours per week and record your activities in your diary, or on a time sheet, as your MOLP tutor tells you.

It's up to you and your MOLP tutor to decide the best way of using the 30 hours per week. You will need to have regular contact with your MOLP tutor, so you can:





Decide what you need to be doing in your 30 hours per week, what you will achieve and by when.

- this might include writing your music at home, rehearsing or performing, or coming to classes, workshops or meetings at your MOLP.



Decide which workbooks and projects you need to be doing, what you will achieve and by when.



Get help and advice to do your work.



Check to see if you're doing what you have agreed and if you're making progress on the programme.



MOLP is designed to be flexible, so there is no single way of studying on the programme. Here are two examples:

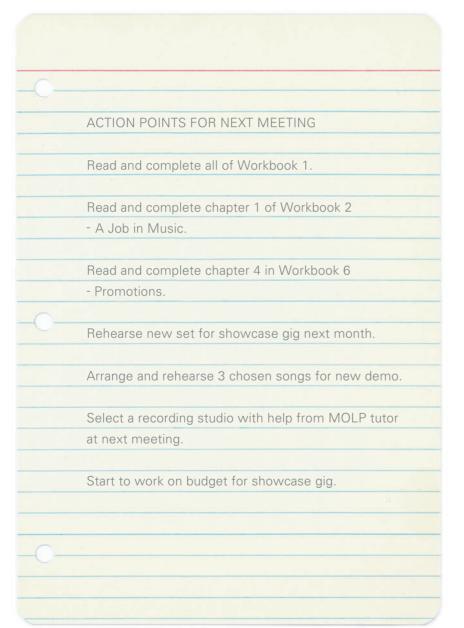


NAME JON AGE 23

playing regular gigs. He also writes and records his own material.
He has a manager, and is looking for a record deal.

Jon is in a working band,

MOLP and Jon agree to do these things in the month before their next review or tutorial:

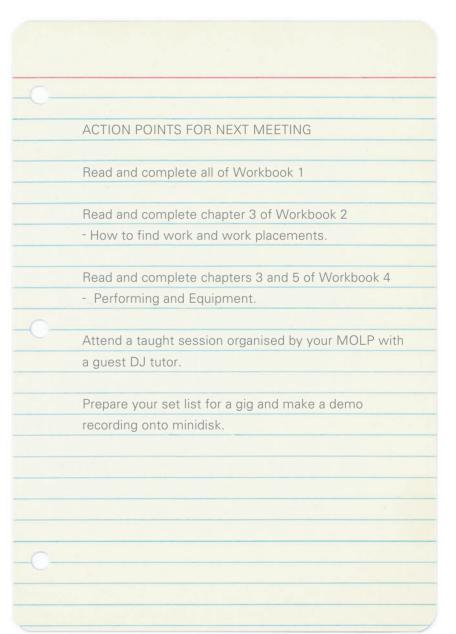




NAME YVONNE AGE 19

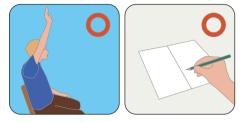
Yvonne is a beginner level DJ. She has a small collection of records, with a basic set of decks at home. She has played at friends' parties, but needs to get some paid work.

MOLP and Yvonne agree to do these things in the month before their next review or tutorial:



ATTENDANCE

Jobcentre Plus has strict rules about attendance and good timekeeping on all programmes, including MOLP. For MOLP, this means carrying out at least 30 hours of activities per week, as agreed with your tutor.



YOU NEED TO

Attend for reviews or tutorials, seminars or other sessions which your tutor tells you to.

Fill in your diary as you make progress, with at least 30 hours of work each week. Your tutor will tell you about attendance requirements. If you don't attend, then you will be dismissed from the programme – ask for a copy of your attendance policy.

CHOOSING YOUR WORKBOOKS



1 SPEAK WITH YOUR MOLP ADVISER

During your induction, your MOLP adviser will issue you with workbooks 1 and 2. Look at the Project in this chapter with your adviser. It shows you to how to start work on your Learning & Development Plan.

2 SELECT THE CHAPTERS that you need to study.

We recommend that everyone studies workbooks 1 and 2.



Remember – each chapter contains a Project, which is a series of tasks, questions and exercises for you to complete. It's really important to complete the Project, as it is the tool by which you learn more about your subject.



Look at the project on P11-14 for a full list of all the chapters.

LINK IN WITH YOUR MOLP ADVISER

Your MOLP adviser is your key contact as you use the workbooks.

He/she will monitor your progress, give you help, support and assistance and assess your work.

Your New Deal Personal Adviser will also contact you to check on progress during your programme.

ABOUT THE WORKBOOKS

The new Open Learning Materials have been developed as a set of 9 workbooks, together with a diary. You will find more details of all the workbooks, chapters and projects in the Project for this chapter. Some of the chapters in each workbook are ESSENTIAL. They contain vital information and tasks. Other chapters are OPTIONAL.

You can decide with your MOLP adviser which optional chapters you are going to do.

THE WORKBOOK CHAPTERS

Each chapter inside the workbook is structured in exactly the same way, so it's easier to use.



1

WHAT IS IT?

Tells you what the chapter is about

2

WHY DO I NEED TO KNOW ABOUT THIS?

Tells you how this will help your music career

3

PROJECT

A list of tasks or questions for you to complete, within a given time.

These help you learn new skills, prove your understanding and create evidence for yourself and your tutors that you are progressing on the programme.

As well as the section 1 - 5, each workbook contains:

CASE STUDIES

These are short stories or anecdotes about people who work in various areas of the music industry, telling you about aspects of their work and hopefully giving you some pointers.



TIP (marked as

Tips from seasoned industry professionals.



1

NOTES AND GUIDANCE

The information you need to carry out the project. This section can be quite large, but by following the headings in the contents sheet, you can find your way around.

5

WANT TO KNOW MORE?

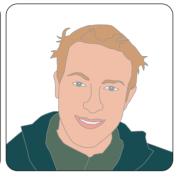
This section has 2 areas:

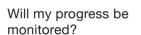
- 1. Web links, Books and Magazines to help you through your tasks and to find out more about the subject.
- 2. More tasks to give those with more experience, or with a particular interest in the subject, the chance to explore further











Your Learning and Development Plan, which you develop with your MOLP adviser, is the plan for advice and guidance for working through the course. Your progress will be monitored as you work through the materials and complete the Projects.

Where does my MIC fit in?

You will also continue to be able to contact your during New Deal.

Can I jump from one workbook to the other?

The workbooks all follow roughly the same format for you to jump from one to the other. There are plenty of signposts (>>) which point you to other relevant sections in different workbooks. There chapters will take longer are also icons to help you genres covered.

POP/ROCK

URBAN/R'N'B/DANCE/DJ

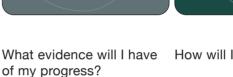
CLASSICAL/JAZZ/ROOTS

COMMERCIAL / FILM AND TV

How long will it take me?

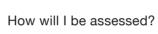
The idea behind open learning is that you can Music Industry Consultant and design, making it easy learn independently at your own pace. The books are designed in a way that encourages and motivates you to find out more about the music industry. Some than others to complete, identify the various music but it's usually around 4-6 hours.



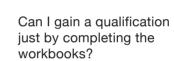


All the projects involve answering questions or completing tasks. The projects will enable you to measure your progress.

You can use this evidence when applying for work, work experience, or perhaps to move onto other courses.



work. He / she will give you feedback on how you completed the work, you will be given the chance to you can work towards do further work to bring it ask your tutor for more "up to scratch". For more details, please refer to your MOLP's own guidance.



Your tutor will assess your No. The Open Learning Materials are not accredited at present. have done. If you have not However, your MOLP may - Find it difficult to have a qualification which information.



What do I do if I have difficulty in completing the work?

You might need extra help if vou

- complete paperwork
- Struggle with numbers and maths
- Struggle with reading or writina
- Have a disability or health problems

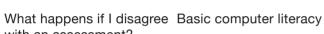
Speak to your tutor first, who will help you find a solution. You can also speak to your Jobcentre Plus Personal Adviser.

STUDY SKILLS

Don't be afraid to ask for some help from your MOLP - many people on New Deal for Musicians have been out of education for some time and need to refresh their skills.







with an assessment?

Speak to your tutor first. If You will need basic you still disagree, then ask computer skills to for a copy of the appeals procedure which will tell you how to appeal.

complete parts of the project. If you can't complete the tasks in Question 8, you need to to your tutor and agree what steps you have to take. This may include:

- Enrolling on a basic computer course
- Using tutorials or help files in software such as 'Word'.
- Using tutorials such as 'www.tutorials.com'.

How to start your Learning and Development Plan (LDP)

Read through the Project question called "Introductory Planning Exercise" in this chapter. You can start to create a Learning and Development improve your skills. Speak Plan by selecting various chapters from the workbooks.



READING SKILLS

Preview what you're going to read – title, chapter heading, any 'blurb' on the front or back of a book, these all help you decide how relevant it will be. Is it up to date? Check the date of the publication (usually on the inside of the front cover, or you might be able to see when a website was last updated).

Skim reading – cast your eye over a paragraph to pick up any important (key) words, before deciding if it will be useful to read more thoroughly.

Reading on screen - is hard on your eyes! Adjust the size of the document or the size of print to help you. Always remember to save things which you will want to look at again, or even print them out.

Lighting – make sure you read in good, strong light. If you don't, your eyes will get tired and you will lose concentration more easily.

Make notes – when you find information which you know is relevant and which you will want to use, take notes and also make a note of where you found the information.



TAKING NOTES

Prepare – planning is important. Take a pen and paper with you. If you can, read up about the subject beforehand. Make a note of any questions you want to get answers to. Make sure that the book you want is in the library, or that you've booked time on the Internet before you go.

Listening - if you're taking notes whilst someone is talking, you need to be able to listen to the important points, not spend your time writing down everything that is said. Sit where you can hear and see well.

Taking note of the important points – look out for chapter headings, or leading paragraphs at the top of a web site page. Watch out for words which signify an important point, such as 'most importantly' or 'particularly' or 'key'.

Taking notes – you can make notes on paper or in a notebook, or in the margins of your workbook. Underline or highlight important points. Use bullet points and abbreviations. Make an exact note of the book, magazine, website or other source of your information. Note down: Author - Title - Publisher -Date - Page



ORGANISING

Try using envelope folders (cardboard), all marked with separate headings.

Keep your project work safe within a plastic cover.

Write your name on your folders and notes.

Label CDs or other storage devices you use on the computer.

Always keep copies when possible and ALWAYS keep a copy of your project work.

Use a diary, or your mobile phone to keep track of important information.

Clear out your e-mail account regularly, saving essential e-mails in an archive folder.

Use the wallet at the back of the workbook to help you store your notes.

Use your diary!

FINDING INFORMATION

Use your library

Find out where your local and main libraries are. You can join a library where you live, work, or study, free of charge.

Ask your librarian to show you how to use the catalogue / index system. It will probably be on computer and easy to use.

Learn how to use the classification system in libraries, where books on a certain subject are all in the same place. Within that place, the books will be in alphabetical order.

Talk to people

People are an easy source of information. You can usually get a relevant answer very quickly. People will also be able to point you in the right direction to find the information.

You can also find information which is useful, but which you didn't think to ask for.

Use open questions "what do you think is the best way to get a gig?" or "what suggestions would you make?" to get a range of information and to open up conversation.

Use closed questions "do you have any vacancies?" or "are you going to that gig tonight?" to find answers to specific questions and to tie a person down to one answer.

HOW RELIABLE IS YOUR INFORMATION?

Check Internet sources carefully. If possible take your information from more than one place.

Check that your information is relevant to the UK (or whatever region you are looking for). Different rules and laws may apply, for example, in Scotland, Wales and Northern Ireland. USA information is not always relevant to the UK.

How up to date is your information?

Is your information factual or someone else's opinion?

PLACES TO LOOK FOR INFORMATION

Gig listings, flyers
 Keep in touch with other bands and musicians. Making new contacts.

- 2 Local 'what's on' guide Explore any new venues that are opening.
- 3 Local newspaper adverts and features
 Watch how other use the media to develop
 their career
- 4 Telephone directories Finding contacts
- 5 TV and radio programmes

 Keeping abreast of the national scene
- 6 The Internet

 Making new contacts through discussion groups and newsgroups. Finding new products
- 7 Music shops
 Talking to other musicians.
 Watching new developments.
- 8 National music papers and magazines Keeping abreast of the national music scene. Reading adverts for musicians. Reviews of the latest music.

WANT TO KNOW MORE?

LINKS

New Deal for Musicians has no responsibility for or control of the following sites. The inclusion of any site does not necessarily imply New Deal for Musicians approval of the site. To access any of the sites please type in the address into a browser or search using keywords from the name of the link. www.dfes.gov.uk/ukonlinecentres Find Internet access that's close to you.

INFORMATION ABOUT NEW DEAL AND NEW DEAL FOR MUSICIANS		INFORMATION ABOUT CLAIMING BENEFITS, LOOKING FOR WORK AND JOBCENTRES
www.newdeal.gov.uk Jobcentre Plus website on New Deal, follow the links for New Deal for you or search in the site.		www.jobcentreplus.gov.uk Jobcentre Plus main website
General information.		www.dwp.gov.uk Department for Work and Pensions. Access to
www.newdeal.gov.uk/documents/musicians/ NDL51.pdf		information about benefits, jobcentres
The New Deal for Musicians leaflet on-line		www.adviceguide.org.uk Citizens Advice website with advice on benefits,
www.scottishculture.co.uk/ndfm Scotland's New Deal for Musicians site, good general information with suggested links for Scottish NDFM clients, from Scotland's MIC		employment and a range of other topics such as debt and legal rights.
service.		TIPS ON STUDYING
www.citycol.com/ndfm NDFM site for Manchester, hosted by the Music		www.support4learning.org
Industry Consultants at City College Manchester. Hundreds of links to local promoters, venues etc plus information which is		www.bbc.co.uk/learning
useful across the UK, such as funding advice for musicians.		USING COMPUTERS TO HELP WITH THIS COURSE
www.delni.gov.uk Northern Ireland's Department for Employment		www.nailitnow.com.au/word
and Learning - look under New Deal for information on New		www.learnthat.com/courses/computer
Deal for Musicians		www.intelinfo.com/office.html#word

MUSIC MAGAZINES TO BUY OR READ ON-LINE

Q Magazine U.K. music magazine. Includes reviews and industry news, plus details of the annual Q Awards.
www.kerrang.com Kerrang. Influential and widely read Rock magazine.
www.nme.com NME. Large distribution music newspaper
www.billboard.com US based music magazine
www.mojo4music.com Mojo Magazine. Online version of the U.K. music mag featuring reviews, news, buyer's guides, features, classified, and more.
www.thewire.co.uk Covers avant rock, breakbeat, jazz, modern classical, electronica, and other sounds from the outer limits.
www.gramophone.co.uk Gramophone. Classical music magazine with monthly reviews, Gramophone Awards, Editor's Choice, and more.
www.opera.co.uk OPERA UK magazine with news reviews and a

diary section giving listings for all major operahouses and forthcoming season programmes. www.sospubs.co.uk Sound On Sound. Highly rated music technology / recording based magazine. www.djmag.com DJmag. Covers dance music and club culture in the U.K. www.djtimes.com monday, july 5 2004. International magazine for professional mobile and club DJ www.mobilebeat.com Mobile Beat: The DJ Magazine www.jockeyslut.com Jockey Slut. DJ and cutting edge music magazine www.mixmag.net Mixmag. DJ Magazine www.froots.demon.co.uk Folk Roots. UK based Traditional music (folk, world) magazine. Includes full UK / European festival listings. www.musicweek.co.uk Music Week. The essential UK music business news.

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MORE TASKS

- 1 Investigate more about New Deal options
 - 1) How do you get a New Deal mentor?
 Ask your New Deal Adviser who provides mentoring and how you get in touch.
 - 2) Ask about the Adviser Discretionary Fund, what it's for and how you can apply.
 - 3) What happens at the end of your programme on MOLP?
 Ask your tutor and your NDPA, or look on the Jobcentre Plus website.
 - 4) What is test trading and who can do it?
- 2 Investigate extra sources of information while you're on the programme
 - 1) Do you have a MIC (music industry consultant)? If not, why not find out their details from your MOLP tutor and ask your New Deal Adviser about it.
 - 2) Contact and meet other NDFM clients and ex-clients who are working towards similar goals and workbooks. You can share ideas, contacts and work together or exchange emails about difficult areas of the programme.
- 3 How good are your study skills? Read the following paragraph and highlight the 'key points'. Either underline them or use a highlighter.

It isn't easy to get started in the music or other cultural industries.

The sector contains so many different organisations – record companies, production companies, publishers, publicists and so on – that it's hard enough to work out how it all fits together, let alone find a way in. Moreover, getting started is only the first step; to survive as a musician or performer you need to be multi-skilled, flexible and entrepreneurial.

You will almost certainly have to work as a freelancer or on short-term contracts, and will need enough drive and determination to create your own opportunities for work. You will also need good administrative skills and knowledge of marketing, promotion and funding systems.

Take notes from someone talking.
This might be from a lecture, a meeting or a discussion. If you don't know where to start, try to

take notes from a radio news bulletin. It's harder than you think!

- 1) make a note of topic headings and key points
- 2) take down any names or facts which seem important (check spelling afterwards)
- 3) summarise, don't write every word
- 4) make a list of questions left unanswered at the end

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