

YOU MUST HAND IN YOUR WORK BY _____ TO _____



HOW LONG
should this assignment take?

Every person works at his / her own pace.
As a guide, this should take you 10 hours to read, research and carry out the activities and another 2 hours to write your answers and discuss them with your tutor.



HOW
will I be assessed?

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 work to bring it "up to scratch". For more details, please refer to your MOLP's own guidance.



WHAT
do I do now?

Read the TASKS section below.
Then read the NOTES AND GUIDANCE section.
Carry out the TASKS.

- 1 Compile EITHER a personal profile OR a CV. See the example and use the other work you have done in projects so far.
- 2 Research current opportunities this week which involve music or jobs related to music anywhere in the UK. It's important that you don't just look at the jobs you're really interested in. You need to understand what sort of vacancies come up and how often.



Look in : Websites and magazines ("want to know more?")

Local shops, recording studios, rehearsal rooms, pubs and clubs, college notice boards, Jobcentres, local + national papers, Loot...

Job / opportunity for experience	Hours per week	Pay or potential income	Location	Qualifications, experience or skills needed
(example) Trainee DJ	15	Nat. min.wage	Newcastle	None

- 3 Apply for any of these jobs or opportunities which your skills, experience and training make you suitable for. Attach a copy of your letter or application form here.
- 4 Speak to your MOLP tutor about any help you can get with finding work placements whilst on New Deal for Musicians. You might also like to speak to your MIC for additional suggestions and support.
- 5 Make a list of 5 local businesses which deal with music in some way, which you can apply to for work placement. Use the links in the 'want to know more?' section to find them. List them below. (Use extra sheets if you need to)

Business name	Type of business	Address, phone number, e-mail and website	Notes

6 Look at the letters on P72 and P73. Which do you think is the best and why?

7 Write your own letter for work placement. Use a word processor if you can, remember to save it to a disc. Attach a copy to this worksheet.



When a letter is addressed to

'Sir or Madam', end it with 'Yours faithfully'.
a named person, end it with 'Yours sincerely'.

The rule is never two Ss together. i.e. Sir and sincerely don't mix!

8 List 5 things you should do to prepare for an audition, interview, meeting or event where you're likely to meet people who can help your career. Read the notes and guidance for more help and look at the example answer below.

1)

2)

3)

4)

5)

Example

Preparing for an audition with a band who want a new member.

- Research into the band. Listen to their music and find out about their interests and influences. Find out the names of the people in the band and any manager, label etc.
- Practise techniques, audition piece
- Write out questions to ask:
How many gigs are currently lined up and where?
How is the band's money organised?
Can I bring along any of my songs, lyrics and ideas to develop with the band?
- Think about what questions I might be asked:
Do you have transport?
What other bands have you played with?
What performance experience do you have?
Do you intend to carry on playing with any other bands as well as us?
- Prepare for the meeting:
Get a map for where to go, look at bus times, change strings on guitar, make sure I bring my cards and examples of flyers or reviews from where I've played before, bring a pen and paper.



Mark Smith
123 ABC Lane
Nowhere
AA1 1XX

Promotions Manager
XYZ Promotions
Their address
Their postcode

(Today's date here)

Dear (Name)

I am writing to you to ask if you have any work placement opportunities available.

I think that XYZ Promotions is the top club promoter in this area, and I have gone to many of your club nights, particularly 'Fandangled' on the first Wednesday of every month.

I really want to work in the club promotions business, and am very keen to succeed. I don't have much experience at the moment, but I can learn.

Please give me an opportunity to attend an interview.

Yours sincerely

Mark Smith

Mark Smith
123 ABC Lane
Nowhere
AA1 1XX

Studio Manager
ABC Recording studios
Their address
Their postcode

(Today's date here)

Dear (Name)

Re : Work Placement

I would like to introduce myself to your business in the hope that you may consider me for unpaid work placement experience, between 2 and 3 days per week.

I am a young sound engineer, who is not afraid of hard work, long hours and I am totally committed to my career. I have quite a lot of studio experience, and although most of it has been unpaid, I can deal with recording bands and solo artists in professional settings.

I have good skills with the following equipment : Atari 16 Track digital, Yamaha O2R, a variety of Soundcraft 24 channel mixing desks, experience with a wide variety of microphones, Cubase and Logic Audio software.

I enclose a CD with a selection of recordings that I have engineered and mixed.

I know how difficult it is to build a career in sound engineering, but I am committed to my chosen path and would greatly appreciate an interview.

I would consider myself to be a reliable, friendly and professional person with good communication skills and understanding of client's needs.

I also attach a full CV for your information, and look forward to hearing from you.

Yours sincerely

Mark Smith