



Explore Music

Application: Trainee Event Coordinator

## General Information

This is the sample application for **Trainee Event Coordinator at Culture Liverpool**.

PLEASE APPLY ONLINE

Please note that applications can be completed over the phone if completing online presents any barriers for you. You can reach us on 0161 830 3899 during normal working hours.

Full information about this opportunity can be found [here](#).

To apply you should:

- Have a knowledge of and connections to Liverpool / Merseyside and the music scene.
- Have a demonstrable interest in both music and events
- Have a commitment to pursuing a career as a professional event manager in Liverpool
- Have some experience of creating and delivering small scale events
- Be able to demonstrate a commitment to living and making work in Liverpool & Merseyside

We particularly welcome submissions from female applicants.

Application deadline: **19th April 2019**



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About You

Please tell us about yourself.

\* 1. First Name

\* 2. Last Name

\* 3. Contact Details (please type carefully - this is how we will contact you)

House name/number  
and street

Address line 2

City/Town

Postal Code

Email Address

Phone Number

\* 4. Date of birth

Date

DD/MM/YYYY

\* 5. To which gender identity do you most identify?

Prefer to self-describe (please specify)

\* 6. Please indicate your ethnicity?

Other (please specify)

\* 7. Do you consider yourself to have a disability?

If yes, please specify any additional assistance that we might be able to provide, or anything else that we should be aware of. Please type N/A if not applicable.

\* 8. Have you applied for or taken part in a Brighter Sound project before?

- Yes
- No
- If yes, please tell us which project

\* 9. How did you hear about this opportunity? (Please check all that apply)

- Brighter Sound website
- Culture Liverpool website
- Facebook
- Twitter
- Direct mailer / email
- Word of mouth
- Printed flyer / leaflet
- Press / media
- Online listing
- Search engine

Other (please specify)



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Expression of Interest

**Please tell us about your interest in events and your experience to date.**

\* 10. What type of events do you like to attend and have you ever attended any of Culture Liverpool's events?

\* 11. Please tell us about any experience you have working within the event industry (max 200 words)

\* 12. Please give us an example where you have worked with a budget for an organisation

\* 13. Please tell us about your project management skills and organisational skills

14. Please tell us about any additional qualities you have that you have not mentioned

Almost finished - please read and complete the following short section about using your information, then click submit. Good luck!



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## Declaration and Consent

**You can see our full [Privacy Policy](#) here. By applying to this project you're agreeing to its terms.**

**If you are successful we will contact you for further information in relation to publicity.**

**You can unsubscribe from our mailing lists at anytime by clicking 'unsubscribe'.**

**In order to deliver this project we will need to share your information with Culture Liverpool as part of a clear data sharing agreement. By applying for this opportunity you agree for us to do this.**

Duty of Care: Brighter Sound will act in your best interests according to the information provided. Brighter Sound cannot be held responsible for the omission of any relevant information that we should be made aware of.

Brighter Sound projects receive funding from **Arts Council England** amongst others who may request to use images from our sessions to publicise their work. Brighter Sound has strict policies around protecting vulnerable adults and in specific cases we can ensure that photos are not attached to names.

Brighter Sound may from time to time be required to share photos and film footage online, and with partners directly working on the programme for marketing purposes.

\* 15. For participants aged of 18 or over, Brighter Sound may link names and images in news articles about this project, including through social media tagging. If you are over 18, please indicate here whether you are happy for images to be linked in this way.