

## Instrumental Tutor Vacancies

# Music Centre Steward Wanted

Starting January 2024

£13 per hour, Employed, SW19/CR4

Our [vision](#) is a borough where music resonates along the corridors of every school and echoes throughout the community. A place of aspiration where every child can find their first notes, make progress and flourish as a young musician.

We are looking for enthusiastic and engaging individuals to play a key role in the seamless operation of our Music Centres. As a steward, you'll be the welcoming face of the centre, managing sign-ins, assisting with equipment set up and breakdown, and ensuring the smooth opening and closing of our sites.

We currently have demand for Music Centre Stewards across two sites in Merton.

### **Soundwave Centre Steward**

*Fridays 15:00-19:30 (CR4)*

We are looking for a Steward to join our team at the Soundwave site in Mitcham on Friday afternoons.

In addition to core responsibilities, this role may involve facility management tasks, including maintenance and cleanliness, such as occasional upkeep of communal and kitchen areas.

### **South Wimbledon Music Centre Steward**

*Tuesdays 15:30-19:00 (SW19)*

We are looking for a Steward to join our team at the South Wimbledon site on Tuesday Afternoons.

### **Contract**

These roles could be offered together to the same person, or separately to different candidates. Both roles are offered on a zero-hour permanent employed basis.

### **About MMF**

Merton Music Foundation (MMF) is an independent music service and lead partner for the Merton Music Education Hub. The charity is nationally renowned for providing high quality, comprehensive and inclusive music education programmes for the young people of Merton and surrounding areas. Further details of our activities can be found on our website: [www.mmf.org.uk](http://www.mmf.org.uk)



## Selection Process

Merton Music Foundation is an Equal Opportunity Employer. We value diversity and have made a vision commitment to being 'an inclusive cultural organisation – not just in what we say, but also in what we do'. We believe that representation matters and actively seek to diversify our workforce at all levels of the organisation. We warmly encourage applications from historically under-represented groups, including but not limited to; members of the global majority; members of the LGBTQ+ community; people who identify as non-binary or gender queer; people with a disability; and people who are neurodivergent.

Decision to appoint will be made solely based on candidate merit and business need.

## How To Apply

If you would like to have an informal discussion about teaching for MMF before applying, please contact [david.rees@mmf.org.uk](mailto:david.rees@mmf.org.uk) to arrange a call back.

Please complete the Steward Application Form and Self-Identification Form available from: [www.mmf.org.uk/current-vacancies](http://www.mmf.org.uk/current-vacancies)

[jobs@mmf.org.uk](mailto:jobs@mmf.org.uk)

## Support & Accommodations

If you need any additional support or require accommodations to be made to complete your application, please contact us using the email address above.

## Commitment to Safeguarding

We are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, receipt of two satisfactory references, proof of residency & right to work, social media searches, and - where applicable - prohibition from teaching and/or overseas police checks.

## Deadline

*Applications will close on **8<sup>th</sup> December**, with interviews arranged on a rolling basis during and immediately after the working week commencing 4<sup>th</sup> December.*

*All roles start in January 2024.*

## Job Description

### Music Centre Steward

#### Responsibilities

- Greet visitors and manage sign-in procedures at the Music Centre.
- Assist in the set up and pack down of Music Centre equipment, instruments & Furniture.
- Support the overall operation of the site, including adherence to health and safety protocols.
- Open up and close Music Centre sites, ensuring security measures are followed.
- Ensure a welcoming, inclusive and safe environment for anybody attending a Music Centre.
- Act as a Fire Marshall in the event of emergency evacuation of the site, including undertaking relevant training and adhering to the Foundation's Health & Safety and Emergency Evacuation procedures.

#### Skills, Knowledge and Experience

##### Essential

- Proactive and enthusiastic attitude.
- A passion for music.
- Strong organizational and multitasking skills.
- Effective communication and interpersonal abilities.

##### Desirable

- Ability to handle and set up musical equipment.
- Previous experience in a stewarding or customer-facing role is highly desirable.

#### What You Can Expect

A dynamic and forward-thinking Music Education Hub with supportive leadership, curriculum, and administrative teams.

Discounted lesson & ensemble membership rates for MMF staff and their children.

#### Find Out More

[www.mmf.org.uk/about](http://www.mmf.org.uk/about)