

Project Intern

Job Title	Project Intern
Contract	Part Time Freelance 200 hours, worked as approximately 1 day per week May 2025 - August 2025 and 3 days per week throughout September 2025. Availability to work on the Conference day (Saturday 27 September 2025) in Durham is essential.
Location	Flexible according to preference. Office space is available at our HQ in Barnsley. Remote or hybrid working is suitable for this role, with a requirement to be in the office for approximately 4 working days during September 2025.
Salary	Living Wage (£12.60 per hour) Travel and accommodation for all travel involved with the role, including to the office and conference venue
Place in Organisation	Reports directly to the Events Manager
Works closely with	Events Manager, Marketing and Communications Officer, Chief Operating Officer, Digital Marketing, Communications & PR Manager, Events and Communications Coordinator, Youth Voice Working Group

About the role

This new opportunity is ideal for an early-career candidate looking to build their events management and professional skills. The role centres around the delivery of [The Brass Band Conference: The Next Generation](#), with a focus on a young people and the future of brass banding. You'll work closely with our experienced Events and Marketing teams to support the programming, planning and delivery of the conference and our annual awards ceremony on the same day. As this is a freelance post, you'll need access to your own laptop and you will be responsible for your own tax and national insurance. Support will be provided if required. However, any travel or accommodation required to attend events will be paid for by BBE.

We are particularly interested in candidates not currently in employment, education or training, however this opportunity is open to all.

How to apply

Applications can be submitted via the [Project Intern](#) application form. As part of this form you will need to provide a covering letter (up to 500 words) detailing your suitability for the role, and upload an anonymised CV.

Candidates will be shortlisted on the basis of the person specification.

Please ensure that your suitability in reference to this criteria is addressed in your application. If you require any further information about the role please contact jobs@bbe.org.uk in the first instance.

Applications close on **Wednesday 2 April at 9am**, with interviews held over Zoom on **Thursday 10 April**.

Tasks and responsibilities

The key tasks and responsibilities for this role are:

To support the event management and project delivery of The Brass Band Conference 2025

- Attend project meetings and complete actions in a timely manner
- Contribute to the programming of the 'Next Generation' Brass Band Conference according to priorities agreed with the Youth Voice Working Group and project team
- Coordinate hotel and travel bookings for staff, trustees and speakers
- Coordinate catering for the events day
- Liaise with conference speakers and sponsors to gather information required for the day
- Support the Events Manager with on-the-day events management

To support the delivery of The Brass Band Awards 2025

- Support the Marketing and Communications Officer in the delivery of the awards
- Liaise with awards nominees and winners to gather appropriate information and media
- Liaise with the Digital Producer to produce media content for the awards ceremony
- Coordinate the presentation of the awards on event day

General Duties

- Any other duties pertinent to the role