



**COMPANY PLACEMENT SCHEME:**

***TRAINEE MUSIC CO-ORDINATOR***

***MUSICALA LTD***

**CANDIDATE INFORMATION PACK**



Northern Ireland Screen is the screen agency for Northern Ireland. We are committed to maximising the economic, cultural and educational value of the screen industries for the benefit of Northern Ireland. Our mission is to accelerate the development of a dynamic and sustainable screen industry and culture in Northern Ireland.

Our 3 economic, cultural and educational objectives are for:

1. Northern Ireland to have the strongest screen industry outside of London in the UK and Ireland;
2. Ensure the industry supports vibrant and diverse cultural voices that will be recognised and celebrated equally at home and abroad;
3. Mainstream across Northern Ireland the most successful screen and digital technologies education provision in Europe.

Northern Ireland Screen is a company limited by guarantee, currently employing 45 people and we are governed by a Board of thirteen directors. The Chairman is Sir David Sterling and Sir Kenneth Branagh is Honorary President.

### **Company Placement Scheme: Trainee Music Co-Ordinator**

Northern Ireland Screen intends to run a skills development programme as part of their **COMPANY PLACEMENT SCHEME** called **Trainee Music Co-Ordinator**. The programme will provide a placement opportunity for one person in **MUSICALA LTD**

This is a paid placement scheme (Real Living Wage) starting in July 2025 for a duration of 12 months, with the potential of a further 12 months extension.

#### **Where is it based?**

The scheme will be based in Belfast, Northern Ireland and participants will be expected to base themselves in Northern Ireland for the duration of the scheme.

#### **Who is eligible to apply?**

You are eligible to apply if you can answer these three questions:

- Are you eligible to work in the UK?
- Do you currently reside in Northern Ireland?
- Are you available to participate in the scheme from July 2025 – June 2026



If you cannot answer YES to these three questions, please do not apply. Ineligible applications will be automatically discarded.

**\*For the avoidance of doubt, Northern Ireland needs to be your primary residence for tax purposes. Applicants residing in Northern Ireland will take priority.**

### **How do I apply?**

To apply to the **Company Placement Scheme** applicants must submit the following via the online application form where you will be asked to complete:

- Employment history;
- Educational background;
- Answer the eligibility questions and provide a link to an online portfolio or reel.
- Details of two referees. These can be educational, professional or personal references.

You can access our online application system via our [online portal](#). Please note, that if this is your first time applying for a role via our online application system, you will be prompted to create a profile. Once registered, the system will retain your information for any future roles you apply for.

### **How do I obtain application details?**

It is preferable that all applications are completed via our [online portal](#). However, should you require an application form in an alternative format, please contact Human Resources via email: [Hr@northernirelandscreen.co.uk](mailto:Hr@northernirelandscreen.co.uk) or on 028-90232444. CVs will not be accepted.

**The deadline for applications is 13:00 Friday 6<sup>th</sup> June 2025**  
**Please note under no circumstances will late applications be considered.**



## MUSICALA LTD

Musicala is a Belfast based Music Supervision and Music Rights Management company set up and managed by Catherine Grimes, a music rights expert with over 30 years' experience in the field of music supervision for scripted and non-scripted television and film productions.

Catherine held a senior position in the music rights team of the BBC in London for many years before going freelance 4 years ago and relocating to Belfast where she and her team proudly work with many UK and Irish producers managing the creative, rights negotiation and licensing paperwork for productions such as Bafta Award Winning "*Blue Lights* (BBC)", "*Trying* (Apple TV +)", "*Good Omens* (Amazon)", "*What It Feels Like for a Girl* (BBC)", "*Outrageous* (UKTV /Britbox)", "*Bocelli Because I Believe* (Lionsgate)", "*Earthshot Prize* (YouTube)", "*We Are Ladyparts* (Ch 4/Peacock)".

### Job Summary:

- **Job Title:** Trainee Music Co-Ordinator
- **Contract Length:** 12-month Company Placement, with potential extension.
- **Start Date:** July 2025
- **Hours:** 37.5hrs per week
- **Salary:** Real Living Wage (currently £12.60 per hour)
- **Location:** Belfast (Hybrid working)

### Job Description

Supporting the Music Supervisor in a wide range of rights, research and clearance duties

### Responsibilities:

- Working closely with Music Supervisor across scripted and non-scripted television and film productions
- Dealing with administrative tasks such as checking & logging of music licensing documentation, and generally overseeing a strong organisational framework
- Manage music databases for distribution of sourced music to productions
- Conduct music searches of both library and commercial music for productions
- Manage composer information for scored music
- Collating and distributing music files as necessary
- Manage music clearance reports and residual music cue sheet information
- Work with Post-Production personnel on delivery paperwork requirements

## **Essential Criteria**

1. Demonstrate a passion for music and a strong knowledge of recording artists and composers across many genres
2. Must have a strong interest in television and film and an understanding of the role of music within these media
3. Possess excellent written and verbal communication skills
4. Demonstrate strong IT skills and be proficient in excel and google docs
5. Exhibit meticulous attention to detail and effective organisational and time-management skills
6. Capable of multitasking and flexible working to tight deadlines
7. Budgetary awareness and an aptitude for figures

## **Desirable Criteria**

1. Experience of working in a film or television production environment.
2. An understanding of synchronisation and how it relates to audio visual media
3. Some knowledge of paperwork delivery software or music management software would be an advantage

## **Selection Process**

Northern Ireland Screen's aim is to appoint the best person to each vacant post. Recruitment and selection will be conducted to ensure equality of opportunity and selection will only be made on the basis of merit.

Northern Ireland Screen will follow best practice in recruitment and selection procedure and will ensure that everyone involved in the selection can apply the procedure effectively, consistently and fairly. As far as possible the selection panel will be balanced in terms of gender, community background, etc.

Selection will be based solely on merit measured against clear, precise criteria based on the abilities, experience, qualifications and qualities required for the post. The nature and level of these requirements will be justifiable and appropriate to the job. The selection criteria will be applied fairly and consistently when short-listing, at interview and throughout the selection process.



All candidates will be given an equal chance to demonstrate their abilities and the same standards will be applied to all. As far as possible, all interviews will be held on the same day or completed on subsequent days. Northern Ireland Screen will try to accommodate applicants who request alternative dates or times for interviews but this may not always be possible. Any specific needs relating to access will be accommodated.

The assessments and decisions at the short-listing, interviewing and selection stages will be properly recorded and retained for between 6 months to one year after notifying unsuccessful applicants. Confidentiality will be assured at every stage of the recruitment and selection process. Members of selection panels will not discuss applicants outside panel meetings and all information on applicants will be kept secure and confidential.

The essential criteria for the post will be used to shortlist candidates for interview and it is important that all candidates address each of the criteria clearly on the application form giving specific, personal examples where appropriate. If there are a large number of candidates who satisfy the essential criteria, Northern Ireland Screen reserves the right to take the desirable criteria into consideration in order to reduce the number of candidates invited to interview.

**Please let us know if you require any special arrangements throughout the recruitment process.**

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment

### **Guaranteed Interview Scheme**

As part of our commitment to the employment of disabled people, we operate a Guaranteed Interview Scheme (GIS). The GIS does not guarantee a job. However, its objective is to ensure a guaranteed number of disabled applicants, who meet the minimum essential criteria for the role they have applied for, are offered an interview.