

The **Barenboim-Said Akademie gGmbH (BSA)** is welcoming applications for a position as **Student Assistant in the Concert Office (35-40 h/month)**.

Start date: **at the earliest possible date**

Established in 2016, the Barenboim-Said Akademie (BSA) is a private, state-accredited, music academy in Berlin, training classical musicians predominantly from the Middle East and North Africa toward a Bachelor of Music degree (B.Mus.) with a required Humanities and Musicology component. Furthering a vision of musicians as reflective artists and engaged global citizens, our curriculum spans the four years of the B.Mus. program and is designed both to provide a foundation in the liberal arts and to encourage critical, informed, and creative participation in the cultural arena. It comprises core required classes in Musicology, Music Theory, Philosophy, History, Literature, Art History, and Global Issues, as well as a variety of elective courses and language and writing components. The language of instruction is English.

The student assistant (m/f/d) supports the concert office in its various activities in connection with student performances at the Barenboim-Said Akademie. It is a multi-faceted position that, in addition to the coordination with the Pierre Boulez Saal, requires an intensive exchange with students, teachers and employees of the Barenboim-Said Akademie. The student assistant reports directly to the management of the concert office.

Primary responsibilities:

- Support/Assistance with the organization of on-site student concerts and *Akademiekonzerte* (public event)
- Support/Assistance with the organization of student concerts off-site
- Coordination of rehearsals, including orchestra management
- Organization of student inquiries regarding admission and equipment
- Coordination with facility management regarding room bookings
- Support/Assistance with the planning and implementation of exams, including coordination with students, teachers and staff

Requirements:

- Full-time student status at a German university
- Knowledge of classical music and an interest in the performing arts
- Excellent written and oral communication skills in English and German
- Knowledge of other languages, especially Arabic, Farsi, Hebrew and / or Turkish, is strongly preferred
- Good organizational and communication, and time-management skills; the ability to deal with various tasks at the same time and with complex scheduling
- Working experience in music colleges or concert halls is preferred
- Knowledge/Experience of room management and concert management software are of interest
- Independent working as well as the ability to work in team
- Discretion and sensitivity in handling confidential data, documents and personal information



BARENBOIM-SAID
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The position is limited to one year, with the option of extension. Compensation is in accordance with § 7 (1) TV-Stud III. Applications from women and applicants with a migration background are expressly encouraged. Severely disabled applicants with equal aptitude will be given preferential consideration.

Please send your application in English **to jobs@barenboimsaid.de** with the subject line – **SHK Concert Office** – only electronically by the **15th of September**.