

Barenboim-Said Akademie gGmbH Französische Straße 33 d | 10117 Berlin | Germany

The Barenboim-Said Akademie is welcoming applications for the position of **Admissions Student Assistant (30-36h/month)** to support our Admissions team during the in-house auditions in May/June 2022.

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 component. Furthering a vision of musicians as reflective artists and engaged global citizens, our Humanities 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 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 Admissions Student Assistant shall help the Office of Admissions in the organization and day-to-day running of the audition dates, being the first person of contact for the candidates auditioning on campus.

Responsibilities:

- Preparing dossiers
- Greeting candidates, provide basic information on the auditions process and the Akademie
- Transcribing audition and interviews scores to database
- Supporting work on site
- Maintaining recording and media equipment (iPads, microphones, and cameras)

Requirements:

- Status as a Full-time student at a German university
- Proficiency in Microsoft Office
- Knowledge in music score software (e.g. nkoda) is welcome
- Strong interpersonal skills and customer service orientation
- High degree of independence, personal responsibility, and reliability
- Ability to be resourceful and proactive when issues arise
- Willingness to work flexible hours, also on weekends and holidays. Concretely, availability on the following dates: 23.05., 26.05.; 27.05.; 01.06. and 05.06.
- Fluent English

The position is limited to *one month*, from May 9th – June 9th and will be compensated according to TV Stud III. If you feel that you fit the profile outlined above and would like to join our team, please send your application in English by **April 4th, 2022** to jobs@barenboimsaid.de with the subject line “*Admissions Student Assistant*” including your CV and a cover letter.