



## **Call for MMRN Committee Members 2021-2022**

Midlands Music Research Network (MMRN) invites applications from M3C/M4C students for roles in its Organising Committee. MMRN is a recently established research network that aims to connect scholars researching music across institutions and disciplines, enabling them to disseminate their findings and to become part of a dynamic research community. For the new academic year, the committee welcomes new applicants to join the Organising Committee. Provisional plans for future activities include a seminar series to be held throughout Autumn 2021, the development of our blog, the establishment of a podcast, the organisation of other social and networking events, and the MMRN 2<sup>nd</sup> Annual Conference (spring 2022, dates tbc).

For more information about the Network, please visit:

<https://www.midlandsmusicresearchnetwork.com/>

### **Conference Organiser**

*Responsibilities (in collaboration with other committee members):*

- General responsibilities associated with planning and delivering the MMRN 2<sup>nd</sup> Annual Conference, including:
- Writing and circulating information for event participants (e.g., call for registrations, call for abstracts, etc.).
- Reading and appraising research proposals such as conference abstracts and panel proposals.
- Organising and chairing panels (via Zoom), as well as delivering an E-poster session and online poster display.

### **Publicity Officer**

*Responsibilities:*

- Developing relationships with relevant arts organisations, universities, and institutions to promote MMRN events and activities.
- Contacting these organisations and promoting MMRN events via external mailing lists, newsletters, and websites.
- Working closely with the Audio/Visual Media Officer to organise flyers, posters, and other publicity material for MMRN events.
- Developing and leading the creation of a MMRN newsletter, which we plan to publish on a termly basis.

### **Communications Officer**

*Responsibilities:*

- Oversee the MMRN email inbox, ensuring that all communication goes to and from the relevant parties.
- Be in touch with MMRN members with all necessary information pertaining to the activities of MMRN.
- Help to co-ordinate the distribution of all MMRN publicity.

- Contribute to the planning and implementation of the MMRN conference, including fielding questions from delegates, presenters, and stakeholders.

## **Finance Manager**

### *Responsibilities:*

- Overall responsibility for managing the Network's accounts and finances.
- Lead responsibility for securing CDF funding and writing funding application forms to ensure the financial viability of the Network.
- Liaising directly with external companies to request quotes, set up payments, and deal with invoices.
- Setting and working within a budget for the conference and for other major MMRN events.

As the nature of MMRN is collaborative, all members of the committee will be involved in the planning and co-ordination of events, particularly large-scale ones such as the annual conference. The team generally meet fortnightly to regroup and discuss plans going forward – commitment times will vary but we are a very supportive team and pride ourselves on negotiating work fairly across the board!

To apply, please send a short statement (no longer than a page) outlining why you are interested in taking part in the organising team, why you believe you are suitable for a particular role and any relevant experience to the email address below. **We are recruiting on a rolling basis, but we aim to fill all core committee roles by October 2021.**

If you would like to know more about the network and the roles available, or you would like to propose to volunteer in a different way, please contact the current organising committee at: [midsmusicnetwork@gmail.com](mailto:midsmusicnetwork@gmail.com)

Best wishes,

### The MMRN Organising Committee

Caroline Ridler  
Daniel Johnson  
Nicholas Ong  
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