

EMPLOYABILITY TOOLKIT

LEEDS
CONSERVATOIRE

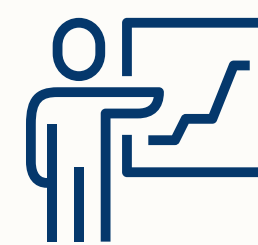
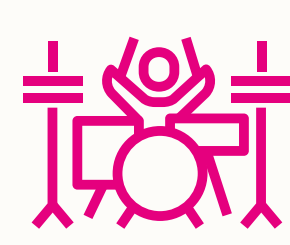
You can use the following matrix to see the creative skills gained while studying at Leeds Conservatoire, and discover their corresponding work place skills. You will also find some useful details as to why acquiring these skills from a creative background is beneficial to you and any potential employers.

The results should help you to confidently show knowledge and experience in different non musical/creative settings and support any referencing of such skills when writing CV's or completing application forms.

The matrix is arranged by common/key workplace skills including the following:

- Leadership
- Teamwork
- Listening Skills
- Communication – written
- Communication – verbal
- Creativity
- IT Skills
- Adaptability
- Numeracy
- Personal Development
- Organisation

The information provided below is just a starting point. You may find more ways in which your creative skills crossover in to other sectors than what is demonstrated here – to some degree it is personal and subjective. Think outside of the box if you feel comfortable, and always reference specific examples of occasions when you have utilised the skills you choose to highlight.





LEADERSHIP

YOUR MUSICAL & CREATIVE SKILLS

- Playing in a band
- Writing a technical rider
- Planning a release campaign
- Writing setlists or tracklistings
- Conducting performers
- Live engineering

- Composing music & lyrics
- Rehearsing with others
- Writing a press release or bio
- Mixing Music
- Image/brand & marketing

- Collaborating with others
- Event/Tour Management
- Arranging music
- Mastering works
- Studio Engineering

THEIR RELEVANCE IN THE CREATIVE INDUSTRIES

Building rapport with others is a skill often acquired when working with other musicians, performers and creatives. Other signs of leadership qualities include taking the lead on projects, delegating band roles, making decisions on track mixes, and formulating release strategies while sharing tasks.

THEIR VALUE IN THE WORKPLACE

A role may not specifically stipulate the soft skills of “initiative” and “leadership”, but they are good skills to have. Motivating, taking responsibility, leading others to effectively achieve goals and objectives, and delegating tasks are all examples of traits that help make a good leader.



TEAMWORK

YOUR MUSICAL & CREATIVE SKILLS

Playing in a band
Movement/Choreography
Joining a group
Rehearsing with others
Transcribing Music
Arranging music

Mixing music
Studio engineering
Acting
Live performance
Collaborating with others
Mastering music

Planning a release campaign
Leading/conducting performers
Live engineering
Writing a press release/biography

THEIR RELEVANCE IN THE CREATIVE INDUSTRIES

Working alongside creatives, collaborating, performing, recording as a band, or a team of engineers all call for such skills.

THEIR VALUE IN THE WORKPLACE

Being able to work with others, offer valuable contributions and collaborate towards a common goal are all desirable skills in most work environments. They transpose into your ability to overcome issues, solve problems and make decisions as part of a team.



LISTENING SKILLS

YOUR MUSICAL & CREATIVE SKILLS

Playing in a band
Joining a group
Rehearsing with others
Transcribing Music
Performing a solo
Mixing music

Studio engineering
Acting
Live performance
Collaborating with others
Event/Tour Management
Arranging music

Practicing scales/techniques
Mastering music
Playing multiple genres
Composing music & lyrics
Memorising music/songs
Leading/conducting performers

THEIR RELEVANCE IN THE CREATIVE INDUSTRIES

You have likely learned a number of effective listening techniques, developed through your musical studies. These techniques allow you to do more than just 'listen to a conversation' but allow you to digest details, analyse emotions and context. In this way, you gain more data and insight.

THEIR VALUE IN THE WORKPLACE

Simple listening can be incredibly powerful, especially when trying to understand complex information, or new processes. It can lead to improved earnings, and help avoid miscommunications to clients and customers. That is why this skill is highly valued by employers.



COMMUNICATION — WRITTEN

YOUR MUSICAL & CREATIVE SKILLS

Writing a press release/biography
Transcribing Music
Researching methods/practices
Planning a release campaign

Writing setlists/tracklisting
Composing music & lyrics
Live engineering
Event/Tour Management

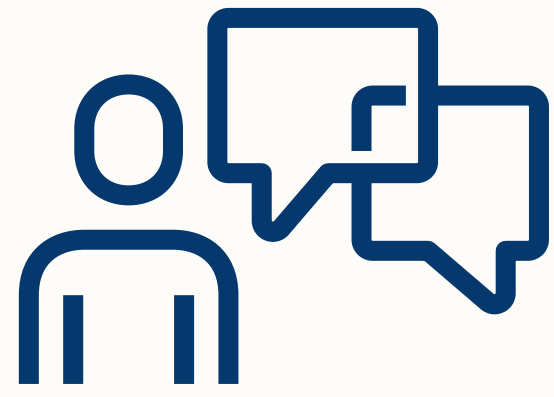
Image/Brand & marketing content
Arranging music
Collaborating with others

THEIR RELEVANCE IN THE CREATIVE INDUSTRIES

While studying, you will have produced multiple essays or dissertations, and used social media platforms to develop fanbases or customer interactions. Writing artist biographies, press releases, and other documents to share important news or information highlights multiple uses of audience-appropriate language, from casual to technical. Writing prompts and performance tips, scores and lyrics evidence your committed and creative flare for using language to communicate ideas and emotions.

THEIR VALUE IN THE WORKPLACE

Most roles will require at least some basic writing skills, from composing and replying to emails, to writing reports, letters, press releases and even creating marketing content such as updating social media feeds. These different settings will require you to adapt language and writing styles.



COMMUNICATION — VERBAL

YOUR MUSICAL & CREATIVE SKILLS

Playing in a band
Movement/Choreography
Joining a group
Rehearsing with others
Transcribing Music
Arranging music

Mixing music
Studio engineering
Acting
Live performance
Collaborating with others
Event/Tour Management

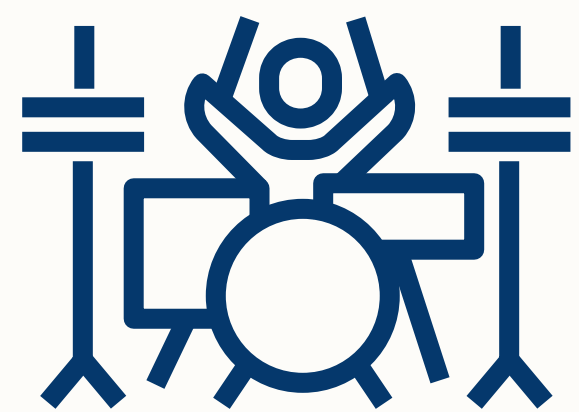
Composing music & lyrics
Writing a technical rider
Live engineering
Leading/conducting performers

THEIR RELEVANCE IN THE CREATIVE INDUSTRIES

As a creative, this is a skill set you will likely use on a daily basis, interacting with lots of different personalities, all from different backgrounds, with different values and opinions. From sharing new song ideas with band members, to performing and delivering vocals to an audience or a recording booth, these are just a few examples of where verbal communication is needed.

THEIR VALUE IN THE WORKPLACE

Employers normally look for staff with good verbal communication to share information effectively and clearly. This might include communicating complex analytics to a group of people, inspiring others, negotiating situations with care and tact, or simply operating as part of a team.



CREATIVITY

YOUR MUSICAL & CREATIVE SKILLS

Playing in a band
Movement/Choreography
Rehearsing with others
Performing a solo
Transcribing Music
Mixing music

Acting
Live performance
Collaborating with others
Live performance
Composing music & lyrics
Mastering music

Planning a release campaign
Image/Brand & marketing content
Writing a press release/biography
Playing multiple instruments
Leading/conducting performers

THEIR RELEVANCE IN THE CREATIVE INDUSTRIES

This is an entirely relevant and demonstrable skill as a student/graduate of a music or theatre course. Much of your work during study will have been to develop your creativity, across all different facets of your course, from musicianship to business. It is also a skill you can enrich further, see section 1 of this Tool Kit. Do not take your creativity for granted. Fuel it.

THEIR VALUE IN THE WORKPLACE

Thinking outside the box, coming up with new solutions or ideas and displaying creativity normally demonstrates a positive attitude, and is incredibly valuable to employers in all sectors.



IT SKILLS

YOUR MUSICAL & CREATIVE SKILLS

Transcribing Music
Mixing music
Studio engineering
Rehearsing with others
Transcribing Music

Studio engineering
Event/Tour Management
Practicing scales/techniques
Mastering music
Using a DAW

Researching methods/practices
Writing a technical rider
Planning a release campaign
Live engineering
Image/Brand & marketing content

THEIR RELEVANCE IN THE CREATIVE INDUSTRIES

IT skills are needed at all stages of your career: completing coursework with Microsoft Office applications or similar, using DAWs to record and sample music, interacting with music aggregators (e.g. CD Baby, AWAL), learning to market via social media platforms, using live digital mix desks, and any other software and applications a creative may use.

THEIR VALUE IN THE WORKPLACE

In this age we utilise IT skills every day. In the workplace using word processors, spreadsheet software and online applications is very much commonplace. The ability to learn how to use new software and technologies, keep data safe or resolve problems and glitches will be a requirement within many roles.



ADAPTABILITY

YOUR MUSICAL & CREATIVE SKILLS

Playing in a band
Movement/Choreography
Joining a group
Rehearsing with others
Mixing music
Studio engineering

Acting
Live performance
Event/Tour Management
Live performance
Mastering music
Using a DAW

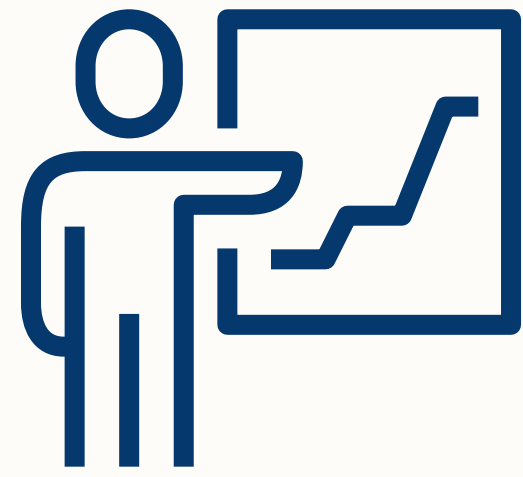
Playing multiple genres
Leading/conducting performers
Live engineering
Writing a press release/biography

THEIR RELEVANCE IN THE CREATIVE INDUSTRIES

As an LC student, you will have collaborated with a variety of other students, in different ensemble line-ups, spaces and venues, and all with different requirements or pressures. You are often required to demonstrate flexibility regardless of your major, so really think about what adaptability you possess or scenarios when you have shown flexibility.

THEIR VALUE IN THE WORKPLACE

Flexibility in the workplace is often required. Being able to respond to changing scenarios, ideas, processes, team members and responsibilities or expectations all demonstrate adaptability.



NUMERACY

YOUR MUSICAL & CREATIVE SKILLS

Mixing music
Transcribing Music
Studio engineering
Event/Tour Management

Mastering music
Using a DAW
Writing a technical rider
Live performance

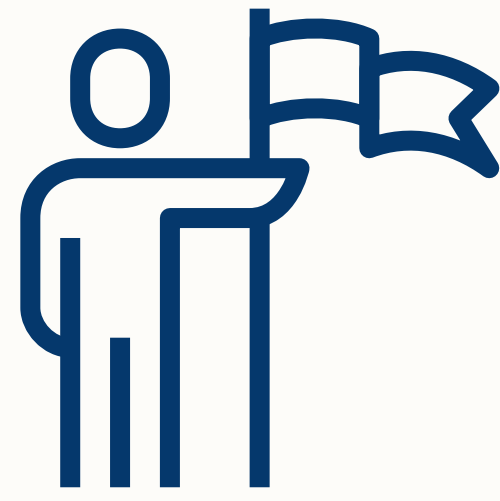
Reading music
Leading/conducting performers
Live engineering

THEIR RELEVANCE IN THE CREATIVE INDUSTRIES

Arranging music and parts, ensuring events, business plans or release campaigns are costed effectively, calculating splits or 'break evens' on merchandise, and reviewing promoted advert statistics are all relevant examples where basic numeracy skills play a central role.

THEIR VALUE IN THE WORKPLACE

Many employers require a basic ability to understand and work with numbers, e.g. calculating data, reading and interpreting stats, graphs and charts.



PERSONAL DEVELOPMENT

YOUR MUSICAL & CREATIVE SKILLS

Playing in a band

Movement/Choreography

Joining a group

Writing a press release/biography

Performing a solo

Mixing music

Studio engineering

Acting

Writing setlists/tracklisting

Mixing Music

Practicing scales/techniques

Composing music & lyrics

Using a DAW

Researching methods/practices

Practicing your instrument

Mastering works

Playing multiple instruments

Memorising music/songs

THEIR RELEVANCE IN THE CREATIVE INDUSTRIES

The time, focus and dedication required when studying and learning your craft all show a willingness to further yourself. Mastering a particular piece of music or instrument, opting to learn new skills in dance or a studio setting, and setting goals to achieve a greater understanding of areas where you know you are weak, are just a few examples that show an undertaking of personal development.

THEIR VALUE IN THE WORKPLACE

Showing a keenness to develop and improve skills, while identifying strengths and weakness all showcase enthusiasm, motivation and self-awareness—these are highly valued qualities in many businesses and organisations.



ORGANISATION

YOUR MUSICAL & CREATIVE SKILLS

Playing in a band

Movement/Choreography

Rehearsing with others

Writing a press release/biography

Mixing music

Studio engineering

Collaborating with others

Event/Tour Management

Mixing Music

Arranging music

Collaborating with others

Writing a technical rider

Planning a release campaign

Mastering works

Leading/conducting performers

THEIR RELEVANCE IN THE CREATIVE INDUSTRIES

Balancing coursework or assignment deadlines with practical applications of your craft, such as being part of a live show outside of your study, is a skill you will have improved on throughout your time at the conservatoire. As a creative, there are many areas you have to engage with to progress your career. Developing your organisational skills will support this, as well as your applications for other roles and jobs.

THEIR VALUE IN THE WORKPLACE

Managing and prioritising tasks and workloads, and meeting deadlines are all requirements within the majority of workplaces, whether working alone or as part of a group.