



## **Freelance Translator Specification**

ABRSM conducts approximately 130,000 Music Theory exams per year in over 90 countries. We offer candidates the opportunity to answer in a number of different languages and are currently looking for musicians with relevant linguistic and musical knowledge in at least two languages (one of which must be English) to be able to translate musical concepts up to Grade 8 Music Theory level for the following languages:

- Afrikaans
- Arabic
- Bulgarian
- Dutch
- French
- Germans
- Greek
- Italian
- Japanese
- Korean
- Polish
- Portuguese
- Spanish
- Turkish

### **Essential knowledge and skills required by the Freelancer**

- Degree level musical knowledge (or equivalent)
- Fluency in 2 or more languages (one to be English)
- Up to date knowledge of musical terminology in 2 or more languages
- Ability to translate consistently and accurately
- Ability to work flexibly and at speed
- Commitment to confidentiality and high professional standards

### **Terms of Engagement**

ABRSM engages translators on a freelance basis according to demand and cannot guarantee translation work. No specific period of engagement is implied and the work of translators is periodically assessed by ABRSM. Freelance translation work are dependent on both entry figures and the ongoing quality of the translations provided.

Any freelancer that undertakes work on behalf of ABRSM, will need to enter into an agreement that complies in accordance with our Confidentiality and Data Protection policies and procedures.

ABRSM is committed to supporting all of its freelance workforce, providing appropriate feedback, information and ongoing support as needed.

### **Documentation required:**

- Proof of degree or Grade 8 Music Theory certificate
- 200 word maximum personal statement
- Translation test – assessed by translation agency
- Freelance agreement in accordance with ABRSM confidentiality and data protection policies and procedures