

Job Advertisement Terms and Conditions

These Terms govern the advertisement of any jobs posted on the [Music Mark Jobs Board](#) and your use of the service indicates your agreement to these Terms.

1. Content

- a. The Music Mark Jobs Board acts as an advertising platform only. Music Mark is in no way responsible for ascertaining the suitability or legal status of a prospective employer and does not operate as an employment agency.
- b. The Music Mark Jobs Board displays adverts in good faith from the information provided by employers. Music Mark in no way accepts any liability for the accuracy of such information or any consequences arising.
- c. Music Mark retains full and complete discretion over the content of its site and reserves the right to edit text and/or refuse to list any job submission.
- d. Adverts may not contain misleading information or unsuitable content (including but not limited to that which is illegal, sexual, racist, or violent).
- e. Music Mark will not promote third party job sites and therefore all links to further details about a job must link directly to the website of the advertiser placing the advert. Where this is not possible, Music Mark reserves the right to refuse to advertise the job on its site.
- f. Adverts must be submitted with a deadline for applications and the submission must be received no more than three months in advance of the deadline for applications.

2. Bundled Adverts

- a. Multiple vacancies with the same application deadline can be bundled together for the price of a single advert and will be presented on one website page. Bundled adverts must be combined into a single form submission by the advertiser.

3. Timescale

www.musicmark.org.uk | info@musicmark.org.uk | 02036339863

PO Box 800, Winchester, SO23 3RY

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- a. Advertisers must submit vacancies using the online [Submit a Vacancy](#) form.
- b. Music Mark will endeavour to list adverts and share them on social media within two working days of a submission being received. Staff absence and other factors that limit our capacity may at any time result in the listing process taking longer.
- c. The Music Education Jobs Bulletin will be sent to subscribers weekly at 08:00 on Fridays. Music Mark reserves the right to cancel the Bulletin with no notice as a result of bank holidays, staff absence or any other factors.
- d. Music Mark must have received an advertiser's vacancy submission by 12:00 on Thursday for it to appear in the same week's Bulletin. Any adverts received after this time will be posted online and shared on social media within the normal timescale and will appear in the following week's Bulletin as long as the vacancy's deadline for applications is not before the date of the Bulletin.

4. Amendments and Extensions

- a. If Music Mark has made an error in processing an advert, this will be amended as soon as possible upon request. For no additional fee, minor changes may be requested twice during the time the advert is live.
- b. Music Mark will extend the deadline of a live advert for no additional fee.
- c. Each advert will appear once in the Music Education Jobs Bulletin and will be shared once on Twitter and LinkedIn. Amending an advert or extending the deadline will not automatically result in the advert being relisted in the Music Education Jobs Bulletin or reshared on social media.
- d. Within one week of the deadline passing, the advertiser may request that the advert be re-posted with minor amendments for no additional fee. If a request is made for the advert to be re-posted more than one week after the deadline has passed, a new advert must be submitted incurring the normal charges.

5. Copyright

- a. Music Mark retains copyright of the website within which job adverts reside. However, the content of each job advert remains the copyright of the advertising organisation.

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6. Site Availability

- a. Music Mark endeavours to maintain good availability of its site. However, availability cannot be guaranteed and Music Mark accepts no liability for any interruption in service.

7. Payment

- a. Payment for advertisements is by invoice which will be issued by Music Mark to the advertiser once the vacancy has been posted online. Payment terms are 15 days.

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