



BENSLOWMUSIC

COURSES AND CONCERTS

JOB DESCRIPTION – June 2022

Job Title	Music Administrator
Department	Registry
Reporting to	Head of Music
Salary	£20,000 per annum (full-time, 35 hours a week)
Contract	Permanent

SUMMARY OF RESPONSIBILITIES:

To assist the Head of Music in administering, preparing, publicising, recruiting and servicing the Trust's main activities (courses, concerts and other events) as a key member of the Music Administration team.

INDICATIVE DUTIES:

Course Administration

- Take course bookings by telephone, post, email and online
- Deal with enquiries from course members, tutors and the general public
- Prepare materials for courses, including timetables
- Compile and issue tutor contracts for teaching activities
- Ensure course repertoire is sourced, uploaded to the Trust's website and circulated to participants, in liaison with tutors
- Act as first point of contact at Reception on some weekends when courses are in residence
- Liaise with colleagues to ensure booking of sufficient accommodation and appropriate rehearsal rooms
- Oversee course arrivals and departures, presenting welcome and farewell speeches on rotation
- Other course related duties as required, including (and not restricted to) facilitating online courses, booking piano tunings, processing BACS payments and cancellation forms

Concert Administration

- Monitor concert ticket sales and work with the Head of Music and other colleagues to expand audiences
- Complete PRS returns and Cavatina Chamber Music Trust paperwork
- Act as Concert Manager on rotation for evening performances, ensuring stewards are briefed and that stage management and front-of-house requirements are delivered successfully
- Assist with livestreaming

Marketing and Publicity

- Contribute to course and concert recruitment strategies and assist with their delivery, working closely with the Marketing Administrator and Head of Music to monitor recruitment and the regular updating of course tutors
- Assist with publicity and the production of engaging and persuasive copy for publication
- Update social media networks, including Facebook, Twitter and Instagram
- Produce regular course recruitment e-newsletters

Website and Database Management

- Maintain and update the database of course members
- Assist with updating the Trust's website and liaise with webmasters on development
- Ensure all booking spreadsheets and procedures are in place for new courses

General

- Engage directly and maintain good relations with clients, tutors and other visitors
- Undertake other administrative tasks as required by the Head of Music or Chief Executive from time to time
- Share responsibility for work placement and other volunteers
- This is a full time post and will require regular evening and weekend work

PERSONAL SPECIFICATION:

The successful candidate will need to demonstrate real evidence of ability to fill the role effectively and is likely to be a music graduate or have equivalent knowledge. We are looking to appoint someone who can offer a balance of skills and attributes; the following criteria are all important.

You will have:

- Passion for music in its widest sense, with a thorough grounding of musical knowledge as well as enthusiasm for a range of musical genres
- Strong organisational skills with the ability to manage a varied and busy workload, and to prioritise where necessary
- The ability to create persuasive marketing copy
- Keen interest in people, a good sense of humour, confidence to interact with others from a range of backgrounds and ages and willingness to work successfully as part of a team
- Excellent written and verbal communication skills, with a high level of attention to detail
- Strong IT awareness and computer skills, particularly with Microsoft Office applications, experience with social networking and the ability to adapt to new software
- Flexibility to work during evenings and at weekends when necessary (time off in lieu is given to compensate)
- Most importantly, a real sympathy with for the unique work of Benslow Music, eagerness to further our cause, to act as an Ambassador on occasions, and to play a full part in our ongoing development

You are likely also to have:

- A music degree
- Experience of running and publicising concerts and/or other musical events
- Experience in website management and IT systems
- Experience of updating social media, including Facebook, Twitter and Instagram

APPLICATIONS:

Please send applications to Peter Collyer, Chief Executive-elect, Benslow Music, Benslow Lane, Hitchin, Herts SG4 9RB (peter.collyer@benslowmusic.org – telephone: 01462 459446), who is happy to answer any queries. Candidates should include a full CV, the names and contact details of at least two referees and a covering letter.

Closing Date: Monday 18 July 2022, 5pm

Interviews: Wednesday/Thursday 27/28 July 2022