



BENSLLOWMUSIC
COURSES AND CONCERTS

JOB DESCRIPTION – December 2018

Job Title	Music Administrator
Department	Registry
Reporting to	Head of Music
Salary	£19,500 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
- Liaise with Receptionists to prepare course welcome packs and 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 the Head of Music and Lettings Administrator to ensure that sufficient accommodation and appropriate rehearsal rooms are booked for courses
- Oversee course arrivals and departures, presenting welcome and farewell speeches on rotation

Concert Administration

- Monitor concert ticket sales and work with the Marketing Administrator and Head of Music to expand audiences
- Complete PRS returns and Cavatina Chamber Music Trust paperwork
- Assist in the compilation and production of concert programmes, in liaison with artists and their agents
- Act as Concert Manager on rotation for evening performances, ensuring stewards are briefed and stage management and front-of-house requirements are delivered successfully

Marketing and Publicity

- Contribute to recruitment strategies, working closely with the Marketing Administrator and Head of Music, monitor course recruitment and keep course tutors updated on recruitment levels
- Assist the Marketing Administrator with publicity, producing engaging and persuasive copy for publication, not least our monthly newsletter The Buzz and regular news items for the website
- Update social media networks, including Facebook, Twitter and Instagram
- Produce monthly e-newsletters to circulate to the Concert Club mailing list and course recruitment lists
- Assist the Head of Music and Marketing Administrator with the delivery of marketing strategies

Website and Database Management

- Maintain and update the database of course members
- Assist with the updating of the Trust's website and the liaison with the 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 from time to time
- 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 in repertoire and instruments from the Renaissance to the present day, as well as enthusiasm for a range of music genres
- Strong organisational skills with the ability to manage a varied and busy workload, prioritising where necessary
- The ability to create persuasive marketing copy
- A keen interest in people, a good sense of humour, the confidence to interact with others from a range of backgrounds and ages and the 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 passion for the unique work of Benslow Music, be eager to further our cause, acting as an Ambassador on occasions, and to play a full part in our ongoing development

You are likely also to have:

- 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 Dr Christopher Roberts, Head of Music, Benslow Music, Benslow Lane, Hitchin, Herts SG4 9RB (christopher@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: Wednesday 16 January 2019, 5pm

Interviews: Tuesday 22 January 2019