**Job Description**

**Administration Trainee, Music Programme**

Line Manager: Senior Administrator, Music Programme

Term: Full time, 18 month contract, (35hrs per week) 20% of working hours away from job to complete work towards apprenticeship

Salary: £16,000 per annum

This role will be based at Snape Maltings, in Suffolk.

**About Britten Pears Arts**

Britten Pears Arts is a pioneering music, arts and heritage charity based on the Suffolk coast at two popular, historic visitor destinations: The Red House and Snape Maltings. We emerged from the creative partnership of Benjamin Britten, one of the greatest composers of the 20th century, and his professional and personal partner, singer Peter Pears.

Britten and Pears shared a progressive vision for music and the arts to be useful. Our founders’ vision inspires all our activities: from work with our local communities to our national leadership roles in the fields of talent development and music for health & wellbeing.

**Role Overview**

The Administration team works as part of the wider Music Programme, supporting with administrative elements of the programme delivery for all teams, including the Artist Development, Community and Performance Programme. This new role will directly feed into every team within the Music Programme.

This is primarily a supporting role, although we are keen to find an individual who can bring a high level of enthusiasm and professionalism to the role, whilst learning to provide a high and consistent level of support to the team, and is keen to gain entry into the world of arts administration.

This is an entry level role and will suit and individual who is looking to learn and progress as part of a dynamic arts organisation.

Team Structure:

Senior Administrator

Administrator (to be recruited)

Administration Trainee (to be recruited)

**The Administration Trainee will be given training and support in order to:**

* Learn to act as a point of contact for the Music Programme with members of the public, artists and any other stakeholders in a friendly and professional manner
* Support the arranging of project and activity logistics, including travel (locally, nationally and internationally), accommodation and catering
* Learn how to engage and liaise with artists & visitors when this is appropriate or necessary, such as ensuring (through planning or in-person involvement) that visitors and artists are welcomed warmly as well as transporting artists between accommodation, performance venues or other scheduled activity using the pool cars
* Learn how to create resource bookings using our internal systems in an accurate and timely manner (e.g. catering, venues, equipment, pool cars)
* Learn how to collate artist and participant information to pass on to relevant people, such as arrival times, dietary requirements and accessibility needs
* Be taught how to write and issue artist and supplier contracts, ensuring accuracy and diligence with sensitive information
* Learn to administer financial procedures including processing invoices, credit card statements, petty cash.
* Learn how to set up meetings and attend as appropriate, including how to minute, collate and distribute agendas and disseminate information to attendees.
* Learn how to communicate with artists, participants, and other stakeholders, disseminating information via email (direct and mail-outs), phone, online and social media
* Learn to prepare materials for project activity: including scores and music, participant information, course information packs, concert programmes and backstage signage/labels and handouts
* Can be available to provide hands-on support to the teams if necessary, with guidance and support and to be able to work outside the specified job hours on occasion (time off in lieu will be given where possible)
* Take on any other role or responsibility commensurate with this job description and assigned by the Senior Administrator

**Person Specification – Administration Trainee, Music Programme**

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| **Criteria** | **Essential** | **Desirable** |
| Experience |  | * Experience of working in an administrative role * Experience of working as part of a team |
| Skills/Knowledge | * Excellent organisational skills * Clear and accurate verbal and written communication skills * Computer literate – Able to use Microsoft office applications (esp word & excel) | * Broad musical interests * Social media – creating and updating content |
| Ability/aptitude | * Able to work efficiently, to meet strict deadlines without compromising attention to detail * Able to listen and take directions * Enthusiastic, with a positive and proactive attitude and a willingness to learn and develop skills * Uses initiative appropriately * Empathises with others, can relate well to people and build good working relationships * Makes a positive contribution to a team – has a “can do” approach to their work | * Can multi-task and prioritise workload appropriately |
| Special requirements | * Flexible approach to working hours, able to work out of normal office hours – including weekends and evenings as necessary. | * Full driving license – will need to be able to drive pool vehicles. |