

**Job Description**

**Administrator, Music Programme**

Line Manager: Senior Administrator, Music Programme

Term: Part-time, 20 hours per week spread across 3-5 days (e.g. to fit around school times), fixed term contract, ending 31 Dec 2022

Salary: £19-21k p.a. pro rata

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

**Britten Pears Arts’ mission**

Britten Pears Arts mission is for music, arts and heritage to engage with diverse audiences, musicians, young people and others to enhance their lives. Simply, our mission is for the arts to be useful. Our values, to be empowering, collaborative, rigorous, and pioneering are central to achieving that mission and our desire to use music’s unique power to transform people’s lives, whatever their background, circumstances or experience, is at the heart of our work.

Britten Pears Arts works to ensure that the legacies of Benjamin Britten and Peter Pears continue to be enjoyed worldwide. This includes the Aldeburgh Festival, our founders’ archive, our programme of creative health work, our distinctive approach to talent and artist development and the creation of new work, the house where they lived and extensive learning and inclusion work throughout Suffolk and beyond. Britten Pears Arts embodies their attitude, values, and belief in helping (emerging) artists, communities, the disadvantaged in society and those who don’t have access to music or culture.

**Role Overview**

The Administration team works at the centre of the wider Music Programme, supporting with administrative elements of the programme delivery for all teams - Artist Development, Community and the Performance Programme.

This is a new role, and we will monitor the scope and needs of this role – which may mean a possibility to extend the contract beyond its first year. However, this cannot be guaranteed.

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 who is excited about the world of arts administration.

This can be an entry level role and will suit and individual who is looking to learn and progress as part of a dynamic arts organisation as well as someone with solid administrative experience.

**Team members**

Senior Administrator, Music Programme F/T

Administrator, Music Programme F/T

Administrator, Music Programme P/T (currently being recruited)

Choir Coordinator, Aldeburgh Voices P/T

**Duties include, but are not limited to:**

* Organising logistics for music projects, mainly relating to travel, accommodation & catering
* Acting 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
* Engaging & liaising 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 pool cars
* Creating resource bookings using our internal systems in an accurate and timely manner (e.g. catering, venues, equipment, pool cars) - this is usually through a microsoft office function such as excel, word or calendars
* Collating artist and participant information to pass on to relevant people, such as arrival times, dietary requirements and accessibility needs
* Writing and issuing artist and supplier contracts, ensuring accuracy and diligence with sensitive information
* Administrating financial procedures such as processing invoices or reconciling credit card statements
* Setting up meetings and attend as appropriate, including minuting, collating and distributing agendas and disseminating information to attendees.
* Communicating with artists, participants, and other stakeholders, disseminating information via email (direct and mail-outs) or phone
* Preparing materials for project activity: including scores and music, participant information, course information packs, concert programmes and backstage signage/labels and handouts (ne previous knowledge is needed, training will be given)
* Being 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)
* Taking on any other role or responsibility commensurate with this job description and assigned by the Senior Administrator

**Person Specification – Administrator, Music Programme**

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| **Criteria** | **Essential** | **Desirable** |
| Experience | * Recent admin experience gained in a volunteering or employed capacity, which may include any of the following: record keeping, making bookings, communication, processing invoices, planning/preparing for meetings etc. | * 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 (especially word & excel) | * Broad musical interests |
| 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. |  |