

## Music Centre Administrator

The Westmorland Youth Orchestra (WYO) music centre provides exciting and educational music groups for young people. We rehearse at Castle Street Centre, Kendal on Friday evenings, during term time, and perform a concert at the end of each term at varied local venues.

We are looking for a dynamic person to work alongside our musical director and committee to deliver high quality, efficient administrative support.

### Job Specifics

**Hours of work:** approximately 7 hours per week.

4 hours fixed per week (5.30pm – 9.30pm) on a Friday during term time.

Other hours are flexible per week. Some flexible hours will be required during school holidays. Hours will vary each week depending on the activities of the orchestra and workload. Availability to respond to parent queries required most days during term time.

Attendance at committee meetings which are held on Friday evenings, 2 per term and presence on concert days, Saturday afternoon/evening, 3 times a year. We also hold occasional weekend workshops (no more than 2-3 a year) that you would be expected to attend.

**Salary:** £500 per month. The post holder will be self-employed and will invoice WYO per month for hours worked. They will be responsible for their own tax and national insurance contributions.

**Accountable to:** Chair of the Committee

### Responsibilities

1. To keep music centre users informed of activities, processes, policies and procedures.
2. To keep accurate and up-to-date records of accounts. This includes raising invoices and paying suppliers.
3. To liaise with the Committee Treasurer about financial transactions and budget.
4. To promote and safeguard the welfare of all pupils and service users through maintenance of accurate policies and procedures.
5. To comply with GDPR and data protection regulations on the storage of information and data.
6. To liaise with the Musical Director and communicate effectively to ensure smooth running of activities and concerts.
7. To arrange rehearsal and concert dates and venues for the orchestra.
8. To keep up to date risk assessments for all venues and activities.
9. To maintain registration details of all music centre members and store securely.
10. To liaise with parents and students, responding to queries as they arise.
11. To support and liaise with the committee, MD, tutors and volunteers.
12. To organise the concert preparation and communication with parents. Invite guests and concert reviewer, publish the programme and tickets.
13. To promote the WYO activities through effective marketing strategies such as creating and distributing posters, use of social media and local newspapers.
14. To keep the WYO website up to date.

15. To organise and plan any additional ensemble/one off opportunities offered by WYO. Keep to the funding budget for each activity and report to funders as required.
16. Prepare paperwork for committee meetings.
17. Administer and manage music funds held by WYO.

**During rehearsals and concerts:**

18. To act as the first point of contact for those visiting, working and learning at the WYO music centre.
19. To act as the lead Health & Safety representative and ensure our Health & Safety policies and procedures are maintained.
20. To act as the appointed First Aider and Fire Safety person for WYO.
21. To act as the Designated Safeguarding Lead and ensure that our child protection policies and procedures are maintained.
22. Promote and safeguard the welfare of all pupils and service users.
23. To complete and maintain attendance registers. Keep student records up to date.
24. To liaise with parents and students, responding to queries and solving on site issues.
25. To assist tutors with room set up at the beginning of rehearsals.
26. To support the MD and tutors, using a positive approach which encourages tutors to regularly engage with yourself and others on the team.
27. To ensure any tutor or volunteer new to the WYO is welcomed and fully introduced to the centre set up when they first arrive on site.
28. To be responsible for checking all rooms have been left clean and tidy at the end of each rehearsal, with furniture reset, windows closed, lights off and WYO equipment returned to the store room.
29. To ensure the welfare of players, visitors and volunteers during the concert rehearsal and performance.
30. To engage in the promotion of Youth Voice and Inclusion within the music centre activities.
31. To keep our music library in good order, assist the MD with sourcing music, copying parts for rehearsals, distributing in rehearsals and collecting/sorting after a concert.
32. To actively post on our social media in the run up to concerts and keep the sites active.
33. Any reasonable duties as requested by the Musical Director or Committee.

**Person Specification**

This role requires knowledge in how to undertake a wide range of administrative tasks from the outset, and therefore prior experience is essential.

**Skills and Experience**

- Reasonable experience, knowledge, and awareness of, and a positive attitude towards, the benefits of music education for young people.
- Excellent verbal and written English communication skills.
- Competent in a wide range of computer programmes to assist in good administration and marketing.
- Experience of setting up and managing administrative and filing systems including databases.
- Excellent interpersonal skills and telephone manner, demonstrating warm, clear and effective communication.
- Ability to keep accurate records of personal data and financial records.

- Time management skills; ability to work independently and self direct your time efficiently to complete tasks on time. Experience of working proactively on your own initiative in relation to administrative tasks.
- Ability to prioritise and manage you workload efficiently whilst also being adaptable to different tasks and requirements.
- Proactive, motivational leadership skills.
- Experience of working effectively alongside members of a team.
- Reliable, enthusiastic and adaptable outlook with a committed attitude.
- A musical background and experience in playing an instrument is desirable.

## **Other**

- Energy, flexibility and resilience.
- Strong commitment to music education.
- Willingness to abide by the WYO policies and procedures.
- Willingness to undertake an enhanced DBS certificate check.
- Willingness to complete training in Safeguarding and First Aid (arranged by WYO).
- Willingness to undertake occasional additional hours of work.