



Chetham's
School of Music

Job Description

Concerts Administrator

Responsible to: **Concerts Manager (Line Manager)**
 Music Department Manager
 Director of Music/Co-Principal

Context

The Music Department is at the very heart of the School and is the centre of all students' musical activities. The Department has a lively, busy atmosphere, and aims to deliver the best possible musical opportunities for all its students.

This role supports the delivery of the students' regular concerts, large rehearsals and performance opportunities. The designation of working hours will vary in a week-to-week basis to meet the demands of the students' performance schedule and will require flexibility to work standard office hours, evenings (average of c.2 evening concerts per month) plus regular Saturday morning shifts (up to c.20 Saturday mornings per year).

The Concerts Administrator will provide administrative support to the Concerts Manager in the planning stages and delivery of all student performances and other related rehearsals and special projects, including overseas musical excursions. They will also be required to assist in the physical preparation of concerts/rehearsals as required, including stage set-ups and transport of large instruments to external venues as required.

Key Responsibilities

To support the Concerts Manager administratively in all aspects of the students' performance programme. This may include but is not limited to:

- Act as a central point of contact for performance enquiries and for liaising details through to parents, students, staff and venues.
- Maintain excellent and punctual lines of communication, in a professional and dependable manner, between all department staff and external organisers.
- Ensure the School's schedule of musical activities and performances is accurate and up to date, using the School's internal scheduling software 'Stream'.
- Assist in maintaining and updating ARTIFAX software (events management system) for all music department activities, including room booking, supply of performance information and liaison with the Stoller Hall Team. Inform staff and resolve any potential clashes between venue bookings as required.

- Assist the accompanist team on the organisation and delivery of the lunchtime concert series. (eg. 'Stream' students, produce, send out and print programmes, create and distribute staffing rota, manage stage set-up etc.)
- Attend student performances (on/offsite) as both support/pastoral staff as required.
- Attend and support the delivery of the School's Saturday morning rehearsal programme, including set-ups, guest chaperoning, music library duties and student registration as required.
- Assist in the sourcing, ordering, collecting and distribution of ensemble parts and scores to students and staff as required. Ensure all parts are returned to any supplier at the end of use, and by any due date required.
- Assist in liaising with external venues and promoters: preparing contracts, arranging any venue risk assessments/ site visits to be carried out as required; obtaining and proofing biographical and programme information and arranging any other student or staff performance related logistics.
- Assist in the organisation and communication of any keyboard tuning and moving requirements.
- Administrate any music department courier deliveries as required.
- Research quotes for logistics and make bookings for the Concerts Manager for external performance (e.g. student transport, taxis, minibuses, train tickets etc) as required
- Assist with financial logging and invoicing for fees; ensuring all payments are received by due dates. Other financial administration for the Concerts Manager as required.
- Accurate completion, filing and safe record keeping of risk assessments and related paperwork
- Deputise for the Concerts Manager and attend meetings where required.

Other Duties

- To assist in the physical preparation of large-scale school performances and regular rehearsals e.g. stage management, transportation of large ensembles/orchestras etc. (The latter relates predominantly to the termly week-long 'Music Courses'). Other stage/support duties as required.
- Undertake any specific training suitable to the role, including first aid, manual handling and vehicle driver training as required.
- Any other general duties as required by the Concerts Manager, Director of Music or Music Department Manager.

Notes/Additions

This Job Description was revised in December 2021 and will be reviewed on a regular basis as required.



Person Specification: Concerts Administrator

Essential

- Experience in arts administration, working in a busy and demanding office environment.
- Highly organised, motivated and entirely dependable.
- Ability to prioritise workloads calmly and effectively when under pressure.
- Ability to work effectively, both as part of team and independently.
- An effective communicator; able to communicate professionally and appropriately with students, parents, staff and external professionals alike.
- An impeccable eye for detail and a natural problem solver: a 'yes' person.
- Flexible, approachable and diplomatic in nature.
- Fluency with common P.C packages (e.g. word/excel etc.) and IT literate with willingness to engage with new software and learn quickly.
- Willingness to work unsocial/weekend hours as required by the role.
- Willingness and ability to undertake manual handling activities where safe to do so and with suitable training as required.
- Strong sense of humour and a sunny disposition.

Preferred

- At least 1 year's working experience in a busy demanding environment.
- Experience of working in the education/arts sector or related work with young people (aged 8-18).
- A thorough understanding of classical music performance and repertoire, ideally through training/qualification or previous work experience.
- Experience of stage or orchestral work.
- Experience of ARTIFAX software.
- Clean driving licence with the confidence to drive as requested, plus undertake further training for driving a large vehicle/minibuses if required.

The role of the Concerts Administrator helps and supports the smooth running of a busy, extremely varied and growing musical programme for our talented students. You will bring your hard-working nature and a flexible, positive outlook, to help develop the students' performance experiences.

Intelligent, thorough and tenacious, you will combine a positive attitude and practical aptitude with a healthy sense of humour and a willingness to help out and support colleagues and students alike.

In return, you will have the satisfaction of having contributed directly to the creation of a spectacular musical programme, working in a warm, caring and fun environment – one you will be proud to call home.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham’s Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham’s, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Head. Joint Principal (NS)

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham’s is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham’s recognises the contribution it can make to protect and support students. I agree that I have read and understood the attached job description.

I agree that I have read and understood the attached job description.

Job Role Applied for.....

Employee’s name

Employee’s signature

Date