

# Administrator

## Background

The Fews Ensemble is comprised of some of the most highly respected musicians in Europe. The Ensemble was created in 2016 under the umbrella of Newry Chamber Music with the intention of offering our audiences the opportunity to hear a wide range of chamber music in our concert season, featuring a variety of instrumentalists and singers. A small group of Principal Players forms the nucleus of the Ensemble and they are joined by other professionals as repertoire demands.

## Overview

Applicants should have proven organisational and administrative skills, with previous experience in a music or arts administration environment. They should have a music degree or equivalent and some familiarity with the chamber music repertoire. The nature of the role requires willingness to be flexible re working hours and changing situations.

Strong IT skills are essential, particularly in the use of Microsoft Excel and Word; also a facility with all current social media platforms.

Good written and verbal communication skills are required as is the ability to prioritise and to work effectively as part of a small team as well as independently.

A current clean driving licence is desirable.

The postholder will work from home other than when the role requires attendance at performances, meetings and other events.

## Reporting To

The Artistic Director

## Salary

The salary for this post is £1,200 per month based on 17.5 hours per week for an initial fixed-term 9 month contract from 1 November 2021 – 31 July 2022.

Rather than a set number per week, longer hours may be worked over the months of the concert season and fewer hours may be worked during our quieter out-of-season months.

**The closing date for applications is 1300 on Friday 24 September 2021.**

A CV and covering letter outlining your experience and interest in the position (to include details of two professional referees) should be sent to [info@newrychambermusic.org](mailto:info@newrychambermusic.org)

It is hoped to have interviews in early October and shortlisted applicants will be contacted as soon as possible after the closing date with interview details.

## Key Responsibilities

- Booking of concert venues and related personnel e.g. lighting technicians, piano tuners, videographers
- Hiring of additional instruments (including pianos), rostra and amplification where needed
- Collating Principal Players' diaries for the season
- Booking of musicians for concerts including their travel, transfers and accommodation
- Preparing details of rehearsal & concert schedules, & concert dress to be sent to musicians
- Preparation, issuing and collection of contracts for musicians
- Hiring and/or purchasing of music required for concerts
- Hospitality for musicians on concert days including provision of refreshments as appropriate
- Stage setting and management on concert days
- Taking charge of ticket sales online & by phone, & managing the box office at all concerts
- Keeping a record of audience numbers
- Maintaining an accurate up-to-date spreadsheet of bank account activity for regular review by the Artistic Director and Treasurer
- Issuing of remittance advices and payments of all concert expenses from the NCM Account by BACS
- Liaising with the graphic designer to produce and distribute all publicity materials
- Marketing and advertising concerts on social media platforms
- Regularly updating the NCM website
- Sending pre-concert flyers to NCM's mailing list & continually updating the emailing list
- Management of NCM's 'Friends' membership scheme
- Liaising regularly with NCM's Artistic Director to include preparation of funding applications
- Preparation & submission of documents & project reports relating to Arts Council awards
- Ensuring that NCM policy documents (e.g. Child Protection, Code of Conduct) are kept up to date.
- Reporting to the Board on a regular basis about the activities of the organisation
- As part of role development, there may be an occasional requirement to attend industry workshops run by Arts and Business, Arts Council or other bodies.
- Undertaking other duties as required which may vary but will reasonably fall within the scope of the role

## Criteria Summary for Applicants

### Essential

- Previous experience in a music or arts administration environment
- Strong IT skills, particularly in the use of Excel and Word
- Good written and verbal communication skills
- Music Literacy
- Ability to work effectively as part of a small team as well as independently
- Ability to prioritise
- Demonstrable knowledge of the Chamber Music repertoire
- Music degree or equivalent
- Willingness to be flexible re working hours and changing situations

### Desirable

- Proven general organisational and administrative experience
- Knowledge and experience of financial management
- Experience in event marketing and promotion, including the use of social media
- A broad knowledge of the Classical music repertoire in general
- Current clean driving licence