

## Newry Chamber Music

Has a vacancy for the part-time post of

### ADMINISTRATOR

#### About Us

Newry Chamber Music is a dynamic and progressive concert society based in Newry and serving the region of South Down and South Armagh. We are home to the Fews Ensemble who are a group of International musicians who come together to deliver a full season of concerts from September to June each year. Additionally, Newry Chamber Music delivers educational projects and important outreach work taking quality music experiences into the care homes, hospitals and community centres of the region throughout the year. Our ethos is that everyone should have the opportunity to hear chamber Music performed to the highest standards in a relaxed and inclusive environment. We are seeking a dynamic, energetic and enthusiastic person to join our team and help us to continue delivering extraordinary experiences for all our audiences both in Northern Ireland and Internationally.

#### Could you join our team?

You should have proven organisational and administrative skills, with previous experience in a music or arts administration environment. Ideally, you should have a music degree or equivalent and some familiarity with the chamber music repertoire. The nature of the role requires you 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.

You will be able to work from home other than when the role requires attendance at rehearsals, 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 2023 – 31 July 2024.



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### Operational

- 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

### Concert Management

- 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 and lodging takings from concerts.
- Keeping a record of audience numbers

### Financial Management

- 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

### Marketing

- 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
- Manage updates and listings on our website

### Funding applications

- 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.

### Other duties

- 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

Apply now to [info@newrychambermusic.org](mailto:info@newrychambermusic.org) and include a covering letter to let us know what excites you about the position along with your CV.

Closing date for applications is 5pm on Friday 29th September 2023.

newry chamber music

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