



Job Description

Job Title: Music Outreach Administrator

Department: Music

Salary: £17,820 (FTE £29,700)

Line Manager: Artistic Director of Choral Partnerships

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the Job

This post is to provide assistance to the Artistic Director of Choral Partnerships in the day-to-day administration of our Music Outreach programme and to support the Music Department Administrator in line with the expansion of St Paul's Cathedral's world-renowned choral foundation.

Main Duties

- to assist the Artistic Director of Choral Partnerships with all elements of their diverse portfolio.
- to provide administrative support for the Choral Partnerships programme, including, but not limited to,
 - the co-ordination of workshops in schools
 - helping to organise performances and events
 - assisting with programme publicity
 - monitoring finance and collating evaluation material for impact reporting

- to attend weekly rehearsals and performances of our after-school partner choirs, including occasional weekend events.
- to assist the Music Department Administrator as and when required with the Cathedral Choir and the Director of Music's diary. Including, but not limited to,
 - supporting the portfolio of Vicars Choral, booking extra singers and deputies
 - liaising with the Cathedral School regarding the Chorister Diary
 - administering regular PRS reporting
- to assist the Music Department Administrator, as directed, to ensure the smooth delivery of special projects, including external events, tours and recordings.

Person Specification

Essential;

- administration experience
- availability to attend weekly, after-school choir rehearsals (currently Monday evenings only, in Hackney) and occasional performances/events on weekends
- an ability to work to deadlines
- an ability to work under pressure and to prioritise
- a constructive attitude to working as part of a team and the confidence to work on their own
- have confident, clear and effective communication skills
- an organised and responsible approach to work
- excellent IT skills, with sound knowledge of the Microsoft Office Suite
- some familiarity with and appreciation of classical music
- have experience and knowledge of safeguarding requirements and procedures
- adhere to Cathedral Safeguarding Policies and be willing to attend Safeguarding training and report any Safeguarding concerns through appropriate channels;

Desirable;

- administration experience in the charitable or music industries
- skills in graphic design (i.e. use of Canva for promotional materials)
- ability to typeset music electronically (i.e. use of Sibelius)

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.