

Job Description: Music Programme Administrator

Reports to: Music Programme Manager

Location: Currently operating hybrid working in our West London Office

Contract: Permanent

Pattern: Full Time (standard hours 9am-5.30pm)

Salary: £26,000

About the role:

We are looking to recruit a Music Programme Administrator to provide administrative support to the Music Programme Manager and the wider team.

We are looking for someone who will excel at and take pride in delivering a range of different administrative duties including planning, tracking and reporting, and providing logistical, financial, and practical support.

The role would suit an organised individual with a practical, can-do approach, who would thrive working with a range of different people. The Music Programme Administrator will be passionate about young people's musical development and keen to use their attention to detail, organisation skills and creative thinking to impact thousands of pupils each year. The role involves some on-site working at events and rehearsals. We have a Time Off In Lieu (TOIL) policy to compensate for any weekend / evenings required.

About Ark Music:

Ark's music programme supports music-making across our network of 39 schools. We strive to offer all children a joyful and well-rounded music education. Ark pupils are performers, composers, discerning listeners, and connected members of a creative community. Our work spans curriculum and enrichment activities as well as celebration events and concerts. We also work with cultural partners and Artists in Residence who support our work in and out of school.

To see Ark Music in action find our recent Gala film [here](#)

Key Responsibilities:

Music Programme Administration

- Administrating, issuing, collecting and securely filing contracts (for artists, venues, and suppliers)
- Booking artists along with organising travel and accommodation for artists and the core team (as required)
- Prepare briefings for all project stakeholders including the Music team, other staff, chaperones and volunteers
- Coordinating school, student and delegate: registration; communication; and attendance
- Liaising with venues in the lead up to (and during) events
- Coordinating printing, materials and equipment required
- Assisting with operational logistics at pupil-facing events and training
- Collecting feedback

Planning and Scheduling

- Support the Music team with logistical planning and general administration
- Supply information to the calendar of events and updating the necessary trackers
- Assist the scheduling of events and diarising the team calendars, booking venues and rooms, and keeping up to date throughout the year
- Work closely with all internal departments and external contractors to ensure all operational requirements are delivered and high-quality service levels are met;

- Organising hospitality and catering as required
- Set up and record meetings as required

Financial and data Management

- Process all transactions, regularly monitor and update budgets
- Processing invoices, expenses and tracking expenditure
- Support the Music Programme Manager with the design and administration of evaluations, collecting and analysing feedback and assisting in the preparation of reports for funders and management
- Ensure a safe, inclusive and welcoming environment by adhering to all compliance requirements including Health & Safety; Safeguarding; Insurance; Equality and Diversity; and management of data in line with GDPR
- Ensure all media and image permissions are secured and all records of photography and recordings are saved and securely stored

Digital Engagement

- Updating relevant 'Ark Music' social media channels, MS Teams channels, and Music intranet pages
- Maintaining arkmusicresources.co.uk as well as other platforms for sharing resources and information with freelancers and wider audiences
- Creating and updating student resources for curriculum and events on the pupil-facing learning platform, SpArk

Person Specification: Music Programme Administrator

Qualifications

- The role would suit someone who has worked in a professional setting for 1-2 years as a team administrator, or similar, who is looking to gain further knowledge and expertise, particularly within programme and events administration

Knowledge & Skills

- Ability to communicate clearly, concisely and effectively
- Highly computer literate, with excellent Word, Excel and PowerPoint skills, including diary management using Microsoft Outlook
- Strong administration skills and the ability to maintain and implement effective systems

Personal Qualities

- Excellent interpersonal skills
- Strong organisational skills
- Helpful and calm with a positive attitude towards work
- Able to work well independently and as part of a team
- Demonstrates resilience, motivation, and commitment to driving up standards of work
- Ability to manage own workload
- Excellent attention to detail
- The ability to build positive working relationships
- The ability to multitask and prioritise competing demands effectively
- Aligns with the belief that every child can succeed given the right opportunities, and understands the part this role plays in this important work

Other

- Right to work in the UK
- Ability to travel within London, with very occasional travel to Birmingham, Hastings or Portsmouth, using public transport whenever practicable
- Some evening and weekend work for rehearsals and events
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Optional

- A background in Music and/or The Arts
- Experience in using score-writing software (e.g. Sibelius) and DAW (e.g. Logic, Pro-Tools etc)

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).