

**Administrator – Education and Outreach Projects – Central London – Classical Music sector
- £19,000 - £20,000 pro rata (depending on experience)**

Title:	Administrator – Community and Outreach Projects
Reporting to:	Concerts and Orchestra Manager
Salary range:	£19,000- £20,000 pro rata (depending on experience)
Basis:	Part time (3 days per week)
Location:	London: Central
Closing date:	09:00 Tuesday 21 August
First round interviews:	week of 27 August
Second interviews:	week of 3 September

About Music Junction

Music Junction (MJ) is London Chamber Orchestra’s (LCO's) education and outreach project. It brings together children from a broad variety of backgrounds to participate in a collaborative music-making programme which has far-reaching, transformational effects on the participants and their communities.

Music Junction currently operates in 3 hubs:

- Berkshire (Barnardo's High Close School, Ash Manor School, Blundells School (partial involvement), All Hallows School TBC);
- London (Drapers Academy, Havering Music School, Bancroft's School, Walthamstow Academy, Haven House Hospice TBC, Brookside Junior School TBC, Mead Junior School TBC); and
- Harrow (John Lyon School, Harrow Music Service, Kenmore Park Junior School, Cedars manor School and Red Balloon Learner Centre); You can read more about Music Junction on our website www.lco.co.uk.

The role

Working closely with Concerts and Orchestra Manager (COM), Education and Outreach Artistic Director (EOD), Music Junction Consultant (MJC), a team of LCO musicians and Artist in Residence to coordinate the delivery of an exceptional programme of workshops and other activity across the hubs. UK travel will be required to deliver the programme and also to cultivate and strengthen relationships within all hubs as a representative of both LCO and MJ.

Responsibilities:

Music Junction project administration and coordination

- Coordinating the workshop and performance phase of the MJ schedule for each season (with COM, EOD, MJC and partner organisations), including ensuring appropriate arrangements and spaces are in place for all activities..
- Maintaining a database of project participants' details, including photo consent status.
- Liaising with MJ stakeholders (partner organisations, LCO musicians, MJ ambassadors) to ensure that all artistic and scheduling information is communicated in a helpful, timely manner. (This includes organising and visiting the hubs for meetings with partner organisations.)
- Maintaining a database of instruments for loan, ensuring these are kept well maintained and are in the right places in time for the start of the project; liaise with COM to ensure all instruments included on LCO insurance policy; ensure instrument loan agreements are distributed to schools and signed.
- Supervising logistical elements of workshops, briefing/de-briefing musician team and partner organisations where necessary.
- Work with COM on the preparation and distribution of MJ scores
- Ensure that Partner Agreements are distributed and returned. Monitor Partners' compliance with agreement.
- Working with the Head of Development to provide funders with the information they require for reporting, as well as relevant programme updates.
- Assist Head of Development on funding applications.
- Working with the Marketing Officer to ensure that information on website and social media is up-to-date and engaging.
- Manage evaluation procedure within existing framework.
- Lead on compilation and writing of Annual Report.
- Contributing ideas on working practices in line with stakeholder feedback, and participating on project development discussion.
- Representing LCO (and MJ especially) at all LCO concerts, and developing MJ ambassador role.
- Ensuring that Health & Safety and Safeguarding policies and photo consent information are up-to-date and that risk assessments, DBS checks and child licensing are carried out at the appropriate time.
- Working with Marketing Manager on reservation and allocation of Music Junction tickets for concerts and liaison with partners over allocation, as necessary.

- Help with recruitment of MJ Volunteers and coordination of MJ team from other organisations (such as QMUL).

Other areas of involvement

- Help field general queries about the company by telephone and email.
- Help organise incoming and outgoing post.
- Organising and minuting operational and planning meetings for LCS and LCOT meetings and any other large team gatherings, as necessary.
- Aiding other team members with tasks as necessary.

General conditions

The post is envisaged on a part time basis (21 hours per week). However, it is possible that other MJ projects will be added, in which case the job would expand to 4 days per week. You will be employed by London Chamber Society Limited and will be based at the company's offices at Wellington House, 125 Strand, London, WC2R 0AP

Remuneration and benefits

The starting salary will be between £19,000 and £20,000 p.a. (pro rata) depending on experience. The position will be on a PAYE basis. The post carries 25 days of paid holiday per year pro rata in addition to statutory bank and public holidays.

Office hours

Normal hours on a full-time basis are 9.30 to 5.30, Monday to Friday with one hour for lunch. Travel to schools on workshop days (approx. 20 during period) will be necessary (workshop travel expenses can be reclaimed).

To apply, please send Application Form, Equal Opportunities Monitoring Form (both downloadable at <http://www.lco.co.uk/jobs/>) and cover letter to hr@lco.co.uk

PERSON SPECIFICATION

To be successful in this role you must possess solid organisation skills, be highly resilient, adaptable to change and able to prioritise competing demands.

Demonstrating that you are a good and willing team player with an ability to develop good working relationships with a variety of stakeholders (including schools and musicians) and possessing a degree (or equivalent) will offer a distinct advantage.

Skills and Experience:	Essential:	Desirable:	Assessment method:	
			Application:	Interview:
High level of accuracy, attention to detail.	✓		✓	✓
Ability to manage and prioritise a large number of varied tasks with multiple deadlines.	✓			✓
Be quick, efficient and able to work under pressure	✓			✓
Ability to develop good working relationships with a broad spectrum of people	✓			
Excellent communication skills, both written and verbal	✓		✓	✓
Educated to at least undergraduate degree level		✓	✓	
Excellent IT skills		✓		✓
Proficiency in Microsoft Outlook	✓			✓
Fluent in English	✓		✓	✓
PA Experience		✓	✓	
Experience of scheduling and organising travel arrangements		✓	✓	✓
A good knowledge of and active interest in classical music		✓	✓	✓
Patience and sense of humour	✓			
Driving License		✓		