

Job Description

Job Title: Junior Guildhall – Music Officer
Department: Junior Guildhall
Grade: C
Location: Guildhall School of Music & Drama
Responsible to: Office Manager, Systems and Finance Manager
Responsible for: Accompanists

Appointed Candidates Signature:

Please sign and date here upon receiving your offer of employment

I confirm I have read the Job Description below:

Full Name:

Signature Date:

Purpose of Post

To provide high-level administrative support for Junior Guildhall alongside the Office Manager, Systems and Finance Manager, Music Officers, and any other office staff. This role has specific responsibilities for Large Ensembles (orchestral manager), Lutine Prize administration, and ongoing timetabling in conjunction with the Head of Junior Music Courses and Systems and Finance Manager. The Junior Guildhall Accompanists schedule and Open House Concerts planning also form a significant part of the role.

To foster good relations between teachers, parents, and staff and to help create a culture of collaboration, innovation, personal motivation and reflection, professional integrity and a lateral approach to problem solving.

Main Duties & Responsibilities

1. To provide high level administrative support for Junior Guildhall alongside the Office Manager, Head of Systems and Finance and Music Officers with specific responsibilities for Large Ensembles (orchestral manager), Lutine Prize administration, and ongoing timetabling in conjunction with the Head of Junior Music Courses, Junior Guildhall Accompanists schedules and Open House Concert(OHC) planning including Platform Performance scheduling.
2. To be responsible for the administration and timetabling of OHC's and Platform Performances.
3. To help maintain up to date timetables for both students and staff on EEPOS and to relay these changes to all parties involved, in conjunction with the Systems and Finance Manager and Head of Junior Music Courses.

4. To monitor the JG-timetable inbox.
5. To assist in the scheduling and administration of Formal Assessments in conjunction with the Office Manager and Head of Junior Music Courses.

Concert Support and Administrative Responsibilities

6. To manage large ensemble requirements including hiring equipment/music, liaising with conductors and administrative staff, coordinating and overseeing events, including external visits/tours when appropriate. To liaise with ensemble directors with regards the creation of parts and music for all large ensembles.
7. To coordinate and manage permission/collection forms for GDPR, BOPA and Child Licensing, and publicity purposes.
8. To help stage manage these events as required with other Music Officers and to help create and collate programmes for various events and rehearsals in conjunction with the music officer in charge of small ensembles.

Concert Administration

9. To be help with the planning of concerts and events including booking venues, advising on stage set up arrangements, hiring equipment, proof reading and arranging the printing of programmes, tickets, notices and promotional materials in conjunction with other music officers.
10. To assist with risk assessments for Silk Street and any external venues in conjunction with the music officer in charge of large ensembles and the Systems and Finance Manager.

Other

11. To administer the Lutine Prize in conjunction with the Head of Junior Guildhall.
12. To help keep student records up to date on EEPOS and any other relevant programmes.
13. To maintain the Junior Guildhall music library and instrument stock.
14. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
15. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
16. To undertake any other duties that may reasonably be requested appropriate to the grade.

Person Specification

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Grade: C

Trent Position number:

DBS Criterion: (delete as appropriate)

Enhanced DBS with children's barred list

Security Vetting Criterion: (delete as appropriate)

No security vetting is required

Politically Restricted Post Criterion: (delete as appropriate)

This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Experience Required

- Minimum 2-3 experience of working in an arts administration role (A,I)
- Experience of working with young people in a creative artistic environment preferably in music (A,I)
- The ability to work to tight deadlines and maintain a calm, ordered approach. (A, I)
- Experience of working independently under pressure in a multi-task environment as well as part of a dynamic and supportive team is essential (A, I)
- Highly developed interpersonal, negotiating and organisational skills are vital, along with meticulous attention to detail (A, I)
- Experience of dealing with conflict with a calm solution-focussed approach (A, I)

Technical Skills & Knowledge

- Ability to display an active interest and knowledge of music and Junior Guildhall (A, I)
- Excellent interpersonal skills with a strong ability to build effective relationships with staff, parents and students of all ages. (A, I)
- Excellent verbal and written communication skills. (A, I)
- The candidate should be industrious and hard working and display a high degree of computer proficiency (including Word, Excel & Access) (A, I)



- Ability to anticipate, negotiate and solve problems to ensure the successful implementation and running of the Training Programmes (A, I)

Desirable Experience

- Educated to degree level and a degree in music or an artistic discipline would be desirable (A)
- Experience of working in a similar environment with young musical students and parents (A, I)
- First aid trained (A)

Other Relevant Information

(e.g. working hours if applicable)

Working hours:

35 hours per week. The post holder will be expected to work on Saturdays during term time (up to 12 Saturdays x 3 terms per annum). Tuesday to Saturday during term time and Monday to Friday outside of term time.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £36,900 - £40,850 per annum inclusive of Inner London Weighting and of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on permanent basis.

Hours of Work

Normal hours of work are 9.00am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position. The post holder will also be expected to work on Saturdays during term time.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.