



## JOB DESCRIPTION



<b>Job Title</b>	PG Music Studies and Chamber Music Manager
<b>Department</b>	Music Office – Guildhall School of Music & Drama
<b>Grade</b>	D
<b>Location</b>	Guildhall School of Music & Drama
<b>Responsible to</b>	Head of Music Administration and Heads of Music Programmes & Chamber Music
<b>Responsible for</b>	n/a

### Purpose of Post

To lead on and manage all aspects of the day to day running of all the Postgraduate Music Programmes and to lead and manage all aspects of Chamber Music (both undergraduate and postgraduate) across the whole Music Faculty, providing a high level of management, financial and organisational support to the Head of Music Administration,

To ensure that all administrative arrangements for the Department are in compliance with the expectations of HEFCE, the Quality Assurance Agency's UK Quality Code for Higher Education and all necessary internal and external frameworks.

To work with the Head of Music Administration, Head of Music Programmes and Head of Chamber Music, and to deal, to the highest international level, with all matters relating to students, professors and external bodies associated with the above Departments. To do everything possible to enhance the performance and reputation of the above Departments, and to promote the Guildhall School both nationally and internationally as a centre for innovation and excellence.

### Main Duties & Responsibilities

1. Advise the Heads of Music Programmes and Chamber on all aspects of administration within the Department, working together with the Head of Music Administration to implement and oversee implementation of administrative requirements as appropriate.
2. To lead on the drafting, development and maintenance of all administrative procedures and processes in these Departments.
3. To devise, implement and manage quality systems and procedures to guarantee the delivery of the programme at the highest possible level.

4. To lead in the management of departmental diaries and schedules including class/rehearsal timetables and schedules, performance project schedules, timetabling coaching, rehearsals, performances and classes and ensuring the correct provision of resources for students, professors and visiting artists. To manage and administer every aspect of the above activities with efficiency under the direction of the Heads of Departments and Head of Music Administration.
5. To collaborate with all interested departments in the preparation and production of performance projects (e.g. Facilities, Performance Venues and Marking under the direction of the Head of Music Administration).
6. To administer to all related requirements including (but not exclusively) contracts, professional fees, provision of scores and programmes, and to co-ordinate all material required by Marketing, Development and PR departments (including responsibility for Departmental Student Handbooks and Departmental information on the website and intranet).
7. To manage, control and monitor significant budgets for teaching and performance projects.
8. To manage and co-ordinate the conducting module teaching and assessment for both UG and PG students
9. To engage audition and examination panels as and when necessary under the direction of the Head of Departments and to manage the Assessment process for all MMUS and MPERF assessments, both Principal Study and electives
10. To organise all postgraduate elective assessments and manage and process all postgraduate student results, producing and presenting Assessment Board Reports, working within the School's Academic Regulatory Framework.
11. To organise and manage all cross School Chamber Music Assessments and process all student results, producing and presenting Assessment Board Reports, working within the School's Academic Regulatory Framework.
12. Have an overview and manage assessment materials as required.
13. To liaise with the Heads of Department over the distribution and allocation of the available scholarship fund to new and continuing students, assessing and recommending eligibility, and to keep accurate records of funds allocated.
14. Act as primary contact with prospective students / students with offers of a place, giving advice in relation to general aspects of the programme of study and respond to issues as appropriate.
15. To assist the Heads of Department in the co-ordination of those pastoral activities that take place within the department and those that involve liaison with other providers of student support services, including Student Affairs.
16. To represent the Department and Music Office on School Committees as and when required.
17. To manage correspondence with VIP and industry contacts as required and write responses as appropriate on behalf of the Heads of Department.
18. To support the Head of Music Administration on all aspects of programme and performance support.
19. 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.
20. 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.
21. To undertake any other duties that may reasonably be requested appropriate to the grade.



## PERSON SPECIFICATION



<b>Job Title</b>	PG Music Studies and Chamber Music Manager
<b>Department</b>	Music Administration
<b>Grade</b>	D
<b>Trent Position Number</b>	

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.

### Professional Qualifications / Relevant Education & Training

- Educated to degree level in a relevant subject or possess an equivalent level of skills, knowledge and experience. (A, I, T)
- Sound knowledge of classical music together with a sound knowledge of professional concert, recording and theatre environments (A, I, T)
- Sound knowledge of compliance with best practice in the sector aligned with the “expectations” of HEFCE and the Quality Assurance Agency’s UK Quality Code for Higher Education (A, I, T)
- Ability to develop and manage systems and procedures for the running of Higher Education courses and programmes in line with all relevant codes of practice and regulatory requirements (A, I)
- Excellent oral communication skills with the ability to develop & sustain relationships with Guildhall School colleagues, clients, students, external professional bodies and international educational institutions (A, I)
- Excellent written communication skills with the ability to manage all administrative matters in connection with courses and programmes with accuracy and attention to detail (A, I, T)
- Good financial skills in order to manage budgets (A, I)
- Ability to manage administrative projects in an educational context (A, I, T)
- Strong organisation skills with the ability to prioritise effectively and meet tight deadlines (A, I, T)
- Extensive knowledge of Microsoft Office including the ability to interpret and

- constructively use/produce information in spreadsheet/database format (A, I, T)
- Good knowledge of specialist educational packages such as SITS and ASIMUT (A, I)
- Knowledge of Masters Degree Programme development requirements. (A, I)
- An interest in classical Music and the teaching & learning of musicians in Higher Education (A, I)
- Have an interest in working in a creative artistic environment (A, I)

### **Experience Required**

- Wide and varied experience in a performing arts/ educational establishment undertaking a senior administrative role managing the administration of courses, programmes and projects within classical music (A, I)  
Proven budgetary management experience (A, I)

### **Technical Skills & Knowledge**

- Experience of implementing & improving administrative systems in connection with the management of educational courses and programmes in an arts environment (A, I)
- Experience of using specialist packages (ASIMUT,SITS, CBIS) (A, I)

### **Other Relevant Information (eg. working hours or desirables if applicable)**

35 hours per week

### **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). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.*

*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**

Job title: PG Music Studies and Chamber Music Manager

Department: Guildhall School of Music & Drama

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 £35,090 - £39,680 pa including Inner London Weighting, depending on experience. 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.

New appointees will normally be placed on the bottom of the pay scale.

### **Contract**

The job is offered on a fixed term basis.

### **Hours of Work**

Normal office hours are 35 hours per week, excluding lunch breaks, but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

### **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 a minimum entitlement of 28 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 if you have a contract of employment for more than 3 months. 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 the 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**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.



## The Guildhall School of Music & Drama

Selected as one of the top ten institutions for performing arts in the world (QS World University Rankings 2016) and the top-rated conservatoire in the Guardian University Guide 2017 league table for Music, the Guildhall School is one of the world's leading conservatoires and drama schools, offering inspiring undergraduate and postgraduate training in the performing arts. A thriving Junior Guildhall, the recent addition of the Centre for Young Musicians, a Creative Learning outreach division and a range of summer schools and short courses further complement the outstanding opportunities available.

Since its founding in 1880, the Guildhall School has stood as a vibrant showcase of the City of London Corporation's commitment to education and the arts. Situated in the heart of the City, the School moved to its present premises in the Barbican in 1977, solidifying a unique performance and learning partnership with Europe's largest arts and conference venue, the Barbican Centre, and its resident orchestra, the world-class London Symphony Orchestra. The School has also developed partnerships with three other key organisations - the BBC Symphony Orchestra, the Royal Opera House and the Academy of Ancient Music - organisations that contribute significantly to our programmes of study and provide Guildhall students with many exciting opportunities.

The reputation of the teaching and increasingly the research across all the disciplines in the School is unrivalled. Students experience working in a professional context to professional standards, drawing on a pool of outstanding world-renowned artists who work with us as directors, conductors, coaches and tutors. Our graduates consistently succeed at the highest levels of their chosen profession.

The School has just over 900 students on its roll call, approximately 750 of whom are Music students and 180 in Acting and Technical Theatre. We welcome applications from across the globe: in any given year, about 40% of our students are from outside the UK, typically representing over 50 nationalities. And we enrol students from all backgrounds, offering over £2 million in scholarships each year.

In autumn 2013, the most significant investment in the Guildhall School for 36 years was unveiled: the £90 million redevelopment of our neighbouring Milton Court site. This state-of-the-art building, an addition to our existing Silk Street facilities, houses three new performance spaces: a world-class concert hall (608 seats), theatre (223 seats) and studio theatre (up to 128 seats), as well as high quality teaching and administration spaces. With the opening of Milton Court, the Guildhall School's facilities at long last match the outstanding quality of our training and the success of our graduates.