



Job Description

Job Title	Music Concert Programmes Administrator
Department	Music Administration Office - Guildhall School of Music & Drama -
Grade	B
Location	Guildhall School of Music & Drama
Responsible to	External Engagements Manager
Responsible for	

Purpose of Post

1. To produce audience programmes for concerts, events, festivals and masterclasses given by Guildhall music students and visiting guest artists, produced to a level as required and expected by a world class Higher Education and Performance Institution.
2. To manage, collate report the Music Departments PPL/PRS returns securing compliance and correct and timely payments.

Main Duties & Responsibilities

The following duties are not shown in order of priority or frequency nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post holder.

1. To provide the collation, organisation, formatting and printing of audience programmes for all public performances, including concerts, masterclasses, operas and music festivals from all Music Departments.
2. To source appropriate programme copy and translators.
3. To commission programme notes, appropriate translations from relevant writers and translators and to negotiate fees for this service.
4. To co-ordinate and format programme information ready for final proofing and printing.



5. To liaise with all School departments, especially Marketing and Development in the sign off of proofs for printing.
6. To liaise with the External Engagements Manager in all aspects of programme planning and printing. Including sourcing quotes and creating purchase order numbers on CBIS for payments.
7. To liaise with the External Engagements Manager in scheduling the provision and collation of biographies, publicity photographs and materials and any additional School information as required.
8. To liaise with external printing companies on programme deadlines and delivery.
9. To ensure show reports are uploaded from Performance Venues and to send accurate timings and repertoire of every concert taking place in Music Venues to PPL PRS on a weekly basis.
10. To ensure the reporting of Music events are logged correctly with PPL PRS, and to liaise with the External Engagements Manager in making PRS payments by creating purchase order numbers under CBIS.
11. To participate in School-wide discussions on the development of concert programme related policy and procedures and supporting working groups.
12. To co-ordinate the ordering of programme paper making sure that supplies are regularly stocked up and in check.
13. To carry out all duties to a professional standard taking into account the need to maintain academic standards and the School's reputation.
14. The role holder will 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. The role holder will 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. The role holder will undertake any other duties that may reasonably be requested appropriate to the grade.

Person Specification

Job Title	Music Concert Programmes Administrator
Department	Music Administration Office - Guildhall School of Music & Drama
Grade & Level	B
Trent Position Number	

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Educated to degree level or equivalent (A, I)
- A wide and varied knowledge of Classical Music and an active interest in the arts (A, I)
- Proficiency in various computer packages including Microsoft Word, Excel and Outlook. (A, I)
- Working knowledge of publishing programmes (A, I)
- Excellent written and spoken English and a confident and pleasant telephone manner (A, I)
- Excellent research skills (A, I)
- Ability to complete detailed tasks with a high level of interruption (A, I)
- A good standard of numeracy, with the ability to carry out calculations and input information with accuracy. (A, I)
- Good proof reading skills (A, I)
- Knowledge of PRS reporting and requirements desirable (training will be given) (A, I)
- Positive attitude and willingness to take ownership of and overcome challenges, both individually and within a team (A, I)
- Ability to work in an environment with a wide and diverse audience (A, I)
- Self-motivated, self-starter with a calm and professional approach (A, I)



Experience Required

- Previous experience of working in a Performing Arts or HE Institution (A, I)

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

- P/T - 20 hours a week, term time only (36 weeks)
- Working from home option can be agreed with the Head of Music Administration

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

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 £24,880 - £27,820 per annum inclusive 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 a Permanent Contract basis.

Hours of Work

Normal hours of work are 9:00 am – 5:00 pm, being 20 hours per week, 36 weeks only, 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.

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 Holiday. 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.