

# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Administrator - Orchestras & Events	<b>Grade:</b> SO1
<b>Section:</b> Music Service	<b>Directorate:</b> Children's Services
<b>Responsible to following manager:</b> Administration Manager/ Community Engagement Officer	<b>Responsible for following staff:</b> NA
<b>Post Number/s:</b> ZM001	<b>Last review date:</b> 21.01.2019

### **Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### **Job Purpose**

- To provide administrative support and pastoral care with a specific focus on Orchestras & Events.
- To support all administrative functions of the Wandsworth Music Academy
- The post requires flexible working and willingness to work extended days and weekends to accommodate service needs: this includes Saturdays & Wednesdays at the Wandsworth Music Academy; attendance at major events/concerts; and accompanying music service ensembles on foreign tours.

## **Specific Duties and Responsibilities**

- To act as orchestra manager; collating and maintaining accurate seating and personnel lists; arranging auditions and music examinations; preparing the stage for rehearsals and concerts; and following up on any matters raised, for example attendance.
- To act as music librarian; ensuring existing scores and parts are well-maintained; and compiling new music with particular attention to accurate and uniform markings and bowings.
- To administrate all aspects of the annual diary of events including concerts, recitals, tours (UK and abroad), holiday courses (including residential) and premises booking for borough ensembles and the Wandsworth Music Academy.
- To provide operational support at events. This may include front of house, stage, orchestral & personnel management as required.
- To prepare event materials including stage plans; rehearsal and show schedules; concert programmes, advertising and media information, equipment, seating and personnel lists;
- To collate and maintain accurate student details & school responses for all events and activities.
- To maintain a first line response for parents, schools, staff and other service users ensuring confidentiality of sensitive issues and protected data, recording any issues for follow up by passing information to the appropriate member of the team.
- To support the Music Service administration team, areas of work to include: pay claims, procurement, HR, general finance, timetabling and tutor cover, administration of traded services and payroll functions.
- To provide first aid and maintain a relevant first aiding qualification.

## **Generic Duties and Responsibilities**

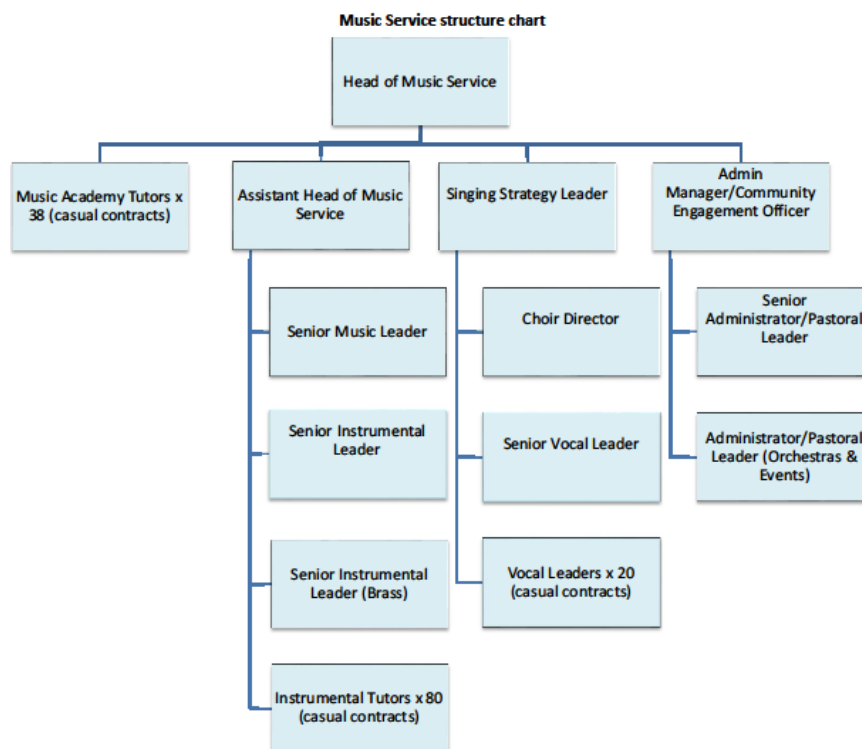
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

### Additional Information

For clarification, this post is to work for Wandsworth Schools' Music Service which serves Wandsworth schools as the lead partner of the Wandsworth Music Education Hub. The role might be of particular interest to a music graduate, with high level experience of orchestral playing, who wishes to pursue a career in arts management.

### Team structure



## Person Specification

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<b>Responsible to:</b> Administration Manager /Community Engagement Officer	<b>Responsible for:</b> NA
<b>Post Number/s:</b> ZM001	<b>Last Review Date:</b> 22.01.2019

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>	
Knowledge and understanding of Music Hub core and extension roles as outlined in the National Plan for Music Education	I
<b>Experience</b>	
Experience of administration including financial transactions in a Local Authority or small business setting	A & I
Experience of working with children in a music education setting	A & I
Experience of maintaining precise and up to date records, paying due care and attention to the protection of personal data	A & I
High level experience as an orchestral musician	A & I
<b>Skills</b>	
Outstanding communication skills and the enthusiasm, initiative and motivation to	I

achieve the highest musical standards.	
A first aider with a current qualification or willingness to undertake training	I & C
Proficiency in use of a range of software including Microsoft Word, Excel & Access; Google forms; Web forms and Sibelius music notation software	A & I
The ability to work proactively and with acute attention to detail and musical integrity	A & I
<b>Qualifications</b>	
Qualifications indicating a high level of musical understanding	A & C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**