



Chetham's

Job Description

Job Title: Concerts Administrator

Responsible to: Concerts Manager (Line Manager)

Information about Chetham's

Founded in 1653, Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall. We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff, boarding staff with an equally wide variety of types of contract including term time, fixed term, permanent, ad hoc. The School and Library also have a number of volunteers and others who have clearance to work on site.

Main Purpose of Role:

The Music Department is at the very heart of the School and is the centre of all students' musical activities. The Department has a lively, busy atmosphere, and aims to deliver the best possible musical opportunities for all its students.

The Concerts Administrator will provide administrative support to the Concerts Manager in the planning stages and delivery of all student performances and other related rehearsals and special projects, including overseas musical excursions. They will also be required to assist in the physical preparation of concerts/rehearsals, including regular Saturday rehearsals, stage set-ups and transport of large instruments to external venues as required.

Key Responsibilities

To support the Concerts Manager administratively in all aspects of the students' performance programme. This may include but is not limited to:

- Act as a professional and approachable student-focused central point of contact for performance enquiries and for liaising details through to parents, students, staff and venues.
- Maintain excellent and up-to-date lines of communication, in a professional and dependable manner, between all department staff and external organisers.
- Ensure the School's schedule of musical activities and performances is accurate and up to date, using the School's internal scheduling software 'StREAM'.
- Accurate completion, filing and safe record keeping of risk assessments and related paperwork, ensuring all risk assessed activity prioritises child welfare and is fully compliant with school safeguarding and welfare policies and guidelines.
- Assist in maintaining and updating ARTIFAX software (events management system) for all music department activities, including room booking, supply of performance information

and liaison with the Stoller Hall Team. Inform staff and resolve any potential clashes between venue bookings as required.

- Assist the accompanist team on the organisation and delivery of the lunchtime concert series. (eg. StREAM students, produce, send out and print programmes, create and distribute staffing rota, manage stage set-up etc.)
- To assist in the physical preparation of large-scale school performances and regular rehearsals including Saturday rehearsals and week-long 'Music Courses' e.g. stage management, transportation of large ensembles/orchestras etc. Other stage/support duties as required.
- Assist in the sourcing, ordering, collecting and distribution of ensemble parts and scores to students and staff as required. Ensure all parts are returned to any supplier at the end of use, and by any due date required.
- Assist in liaising with external venues and promoters: preparing contracts, arranging any venue risk assessments/ site visits to be carried out as required; obtaining and proofing biographical and programme information and arranging any other student or staff performance related logistics.
- Assist in the organisation and communication of any keyboard tuning and moving requirements.
- Research quotes for logistics and make bookings for external performances (e.g. student transport, taxis, minibuses, train tickets etc) as required.
- Assist with financial logging and invoicing for fees; ensuring all payments are received by due dates. Other financial administration for the Concerts Manager as required.
- Deputise for the Concerts Manager and attend meetings where required.
- Attend student performances (on/offsite) as both support/pastoral staff as required.

Other Duties

- Undertake any specific training suitable to the role, including first aid, education visits training, manual handling and vehicle driver training as required.
- Any other general duties as required by the Concerts Manager, Joint Principal/Director of Music or Music Department Manager.
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CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct, and related documents (available at www.chethams.com) always. If, while carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the above job description

Employee's Name

Employee's Signature

Date



Chetham's

Person Specification

Essential

- Suitability to work with children aged 8-18.
- Administration experience working in a busy and demanding office environment.
- Highly organised, motivated and entirely dependable.
- Ability to prioritise workloads calmly and effectively when under pressure.
- Ability to work effectively, both as part of a team and independently.
- An effective communicator; able to communicate professionally and appropriately with students, parents, staff and external professionals alike.
- Ability to understand the needs of students in a performance and concert setting, and ensure their welfare at all times.
- An impeccable eye for detail and a natural problem solver: a 'yes' person.
- Flexible, approachable and diplomatic in nature.
- Fluency with common P.C packages (eg. Word/Excel etc.) and IT literate with willingness to engage with new software and learn quickly.
- Willingness to work weekend/unsocial hours as required by the role.
- Willingness and ability to undertake manual handling activities where safe to do so and with suitable training as required.
- Strong sense of humour and a sunny disposition.

Preferred

- Experience of working in the music education sector or related work with young people (aged 8-18).
- A thorough understanding of classical music performance and repertoire, ideally through training/qualification or previous work experience.
- Experience of stage or orchestral work.
- Experience of ARTIFAX software.
- Clean driving licence with the confidence to drive as requested, plus undertake further training for driving a large vehicle/minibuses if required.