

## Armonico Consort

### Part-time Education and Outreach Administrator

### Job Specification

<b>POSITION:</b>	<b>Part-time Education and Outreach Administrator</b>
<b>CONTRACT:</b>	Permanent – 22.5 hours per week (3 days)
<b>SALARY:</b>	£23,400 p/a (Pro-rata)
<b>HOURS:</b>	Normal office hours Tuesday to Thursday 09:00 to 17:00. You may be required to work outside of these hours on concert days.
<b>LOCATION:</b>	The administrative office is based in Warwick CV34 4RX. Some home working may be possible.
<b>START DATE:</b>	<b>March 2025</b>

#### ABOUT THE ROLE:

**Armonico Consort** is a critically acclaimed choir and instrumental ensemble which entertains audiences across the country with its high-quality concerts, outstanding recordings, and innovative projects. Our exciting education and outreach programme is growing, and we are looking for an outstanding administrator to help it succeed.

Armonico Consort delivers afterschool choirs, community choirs and choirs for those living with dementia (and their carers). We pride ourselves in delivering excellent Choir Creation programmes in schools and developing superb leaders.

The right candidate will be a team player, with proven administrative capabilities, communication skills and an excellent eye for detail.

Applicants should have experience in arts administration, the education sector or large event organisation.

#### APPLICATION PROCESS:

To apply, please electronically submit your CV and covering letter to Nathan Cole ([ncole@armonico.org.uk](mailto:ncole@armonico.org.uk)), Director of Operations and Outreach, no later than **5:00pm, Friday 21 February 2025**. In your covering letter please explain your suitability for the role and why it is of interest to you.

Please include details of **two referees**. We will only call for references after a successful interview.

## **JOB DETAILS**

### **Main duties to include:**

#### **Support to Director of Operations and Outreach (Strategic Lead for Education and Outreach)**

- Maintain calendar of events across all education and outreach activities
- Maintain music leader database
- Maintain online resources
- Prepare agendas for staff meetings and take minutes
- Maintain department sheet music library and online resources
- Assist with concert and venue administration for large scale events
- On site concert support as agreed with Director of Operations and Outreach (TOIL granted)
- Take on additional duties as appropriate and in agreement with Director of Operations and Outreach/Artistic Director

#### **Support to Operations Manager (Lead for Schools/Memory Singers)**

- Maintain and update records relating to subscription fees and membership
- Administrate booking forms for leaders and pianists
- Prepare and print music/lyric booklets for school workshops/memory singers
- Collate clothing orders and catalogue stock accordingly
- Create and maintain school contact database
- Support additional school projects as required by Operations Manager
- Create and administer evaluation forms for completed projects

#### **Support to Education and Outreach Co-ordinator (Lead for AC Academy and Outreach Support)**

- Prepare paper and electronic registers
- Maintain subscription fees and membership
- Administrate booking forms for leaders and pianists
- Prepare and photocopy music for rehearsals and performances
- Collate clothing orders and catalogue stock accordingly
- Create and maintain parent contact database

***From time to time, you will be required to support the running of rehearsals and concerts. This will be in agreement with your line manager with appropriate time off in lieu.***

**CANDIDATE SPECIFICATION:**

<b><i>Skills and Experience</i></b>	<b><i>Essential / Desirable</i></b>
• Strong administrative / office skills	Essential
• Strong interpersonal skills	Essential
• Ability to keep accurate records and spreadsheets	Essential
• High level of computer literacy, including Microsoft Office	Essential
• Experience in arts administration, education or events organisation	Desirable
• Ability to proofread	Desirable
• Experience of working with children (concert days)	Desirable
• Experience of working cross departmentally	Desirable
• Child Safeguarding knowledge/experience	Desirable

<b><i>Person Specification</i></b>	<b><i>Essential / Desirable</i></b>
• Excellent administrative and organisational skills with a keen eye for detail	Essential
• Exceptional written and verbal communication with a friendly, approachable and professional manner	Essential
• An interest in the arts and education	Essential
• The ability to manage and prioritise a varied workload	Essential
• Willingness to work unsociable hours occasionally in support of concerts and other events	Essential
• Understanding of the importance of maintaining records securely and of adhering to legal requirements on safeguarding, privacy and data security	Essential
• Flexible and adaptable	Essential
• Ability to represent the company in a professional manner in a client/customer facing role	Essential
• Team player who is reliable with the ability to work using initiative	Essential
• Full driving licence and access to your own car for work (to visit afterschool choirs/concerts)	Essential

Note: This Job Description reflects the current situation  
It does not preclude change or development that might be required in the future