



ST ALBANS
SCHOOL

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DESCRIPTION

Job Title: Music Department Administrator
Reports to: Director of Music
Department: Music
Date: May 2017

Purpose of Position

To support the Director of Music, Head of Academic Music, Teaching Staff and Visiting Music Teachers with a wide range of administrative activities contributing to the efficient running of the department and the successful delivery of a full calendar of music events.

Key Responsibilities & Accountabilities

1) School concerts

- Produce/proofread concert programmes, liaising with reprographics department
- Organise ticketing, box office activities and perform front of house duties
- Arrange advertising and marketing, liaising with local companies for sponsorship
- Book rehearsal and performance spaces, and liaise with external venue booking staff
- Coordinate instrument transport (if required)
- Coordinate room set-up and stage management requirements; help set up as necessary
- Organise and book all catering requirements, including staff if required
- Fix and liaise with guest musicians for professional concerts and extra players for school concerts
- Draft seating plans if required & organise any seat reservations
- Produce schedules if required and inform teaching staff of any disruption to lessons
- Organise photography and videoing of events
- Liaise with technical, catering, IT, cleaning staff and porters about requirements
- Organise flowers/wine as required for soloists

2) Visiting Music Teachers

- Liaise and correspond with team of 21 Visiting Music Teachers
- Monitor timetabling of instrumental and singing lessons; check for clashes
- Update standard paperwork, including contract, invoice and exam entry pro formas
- Update lesson and ensemble registration forms and Visiting Music Teacher info; liaise with Registry to send out to new intake each summer term
- Process lesson and ensemble registrations and assign to Visiting Music Teachers
- Inform Visiting Music Teachers of necessary pupil information, including contact details and special requirements
- Keep up-to-date records of instrumental/singing pupils and ensemble members
- Facilitate set-up of VMT school email accounts and access to school database; organise any training with Network Support

3) Examinations

- Organise and submit all ABRSM & Trinity exam entries, including ABRSM visits and special visits when necessary/possible
- Update online exam entry form, send exam entry details, links and deadline information to Visiting Music Teachers for distribution to exam pupils
- Correspond with teachers, pupils and parents regarding entry requirements, availability, additional time etc.
- Organise accompanists and pre-exam rehearsals

- Act as steward for any ABRSM exam visits and special visits

4) Tours & trips

- Assist Director of Music and Head of Academic Music with planning organisation of tours and trips (theatre, concert and opera visits)
- Organise documentation; submit trip paperwork for management approval
- Liaise with tour companies & host venues
- Coordinate billing and maintain list of attendees
- Gather & check passport info / EHIC / health forms – deal with sensitive material
- Arrange first aid kit and first-aid trained staff if required, order ties / other tour clothing if required

5) Music Requisitions

- Organise purchase of sheet music, classroom materials, departmental supplies and equipment for teachers as required (researching best prices)
- Hire and return music for concerts
- Organise purchase orders & approval, keep track of all accounting & bank money, liaising with the Bursar & Accounts department as necessary

6) Instrumental maintenance, hire and repair

- Book piano tunings (A440) & maintenance visits from Steinway
- Arrange quotes for and organise repairs, maintenance and hire of instruments
- Research best prices for, and purchase new departmental instruments and accessories
- Manage the loan of school instruments to pupils

7) General Administration

- Correspond with parents, staff and contractors
- Draft, update and circulate departmental documentation
- Keep records of departmental staff and pupils involved in music activities
- Plan and coordinate room usage within the department; book rooms as required
- Taking & circulating minutes for weekly academic music team meetings
- Organise annual departmental meetings, putting together agenda, taking and circulating meeting minutes
- Signage/notices, posters, advertising brochures and flyers for Music Department activities
- Twitter / Facebook updating, newsletter items & reviews

8) Staff enquiries and assistance

- First point of contact for all parental and pupil enquiries
- Prioritise and deal with matters as they occur; forward to the appropriate people
- Assist all department staff with liaising with parents/pupils/teachers

9) Miscellaneous

- Welcome visitors and accompany around site
- Displays - update info on departmental notice boards and maintain displays
- Maintain positive relationships within the school and local community
- Any other department related tasks as directed by the Director of Music

Knowledge/Skills/Abilities

- Strong previous administrative experience essential, preferably gained within a musical and/or School environment.
- Experience in event management.
- Some experience of, and an affinity for, music would be advantageous.
- Highly level of computer literacy, familiarity with Word, Excel, databases and e-mail systems.
- Highly organised, but adaptable approach, methodical with excellent attention to detail.
- Exceptional telephone manner and the ability to communicate at all levels and work with a high degree of confidentiality.
- Ability to prioritise and manage a varied workload.
- Ability to work on own initiative and as part of a team.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Headmaster