



## JOB DESCRIPTION

### Music Graduate

<b>Department</b>	Music
<b>Line Manager</b>	Music School Manager

#### **General Responsibilities:**

This role involves general administration, support and assistance to the Music School Manager and day to day administration of Health & Safety requirements.

Responsibilities involve recording and providing technical support for school events (lighting and sound) and individual extra-curricular projects, such as the operation of a lunchtime tech club.

This role also includes a custodial responsibility for all spaces, equipment and libraries in the Music Department. In addition support is provided to SPJ Music Department and on occasion to SPS & SPJ Drama departments.

#### Facilities/Venue

Custodial responsibility for all rooms in the Music Department including set-up and closing each day, supervision of music composition suite, management and maintenance of electronic equipment.

#### Music Office/General Administration

General administration support including Administration of Ensemble Database, venue booking, orders and hires, general library administration – catalogue, loans/hires and cover for the SPJ Music Office where necessary. This also includes preparation of all concert/event programmes, set-up and clearing of all concert equipment, technical support where necessary and stewarding.

#### Hires/External Events

Preparation of Public Performance Paperwork for all school performance events and recording of events, scheduling and tracking Alcohol and Duty Management Training, distributing tracking and documenting Acknowledgment of Procedures (AoPs) for school events, duty managing and stewarding of weekend and holiday hires.

#### Wathen Hall Series

Assist the Music School Manager with administration of the series. Administer mailing list, update website and general administration of logistical arrangements.

#### Tech

Teach lunchtime tech, record concerts and make/edit high quality recordings for pupils.

#### Instrument Inventory

Maintain Inventory database, arrange purchases and maintenance including tuning, upkeep of all storage areas.

# St Paul's School Vacancies



## Personal Profile and Skills:

### Essential:

- A good first degree in a relevant subject (music including music tech, drama/performing arts).
- Good interpersonal skills
- Ability to work independently or as part of a team
- Excellent verbal and written communication skills
- Good time management with the ability to work under pressure and prioritise as necessary and manage multiple assignments simultaneously
- Able to take responsibility with a 'can do' approach
- Advanced IT skills – knowledge of Microsoft Office
- Publication tools – Microsoft publisher, production of flyers, posters and marketing material
- Experience of Sound & Lighting operation

### Desirable:

- Knowledge of Music Technology, recording practices and microphone techniques
- Knowledge of DAWs (Ableton, Audacity/Tracks Live and Cubase) and Sibelius 7
- Composition experience
- Experience of a customer facing role

## Hours of Work

Monday to Friday 10:00am – 6.00pm (35 hours a week with one hour for lunch). The graduate is expected to cover regular 'out of hours' events e.g. concerts, exams, hires so a flexible approach to hours is needed. Overtime or Time off in Lieu will be remunerated in agreement with the Music School manager.

## Salary

£20,000 (paid in equal monthly instalments for the duration of the contract).

## Contract

This is a fixed term role from September 2021 – end of August 2022.

## Holidays

25 days per annum plus 8 Bank Holidays. Annual leave should usually be taken during School holidays (term dates can be found here: <http://www.stpaulsschool.org.uk/info/term-dates>)

*NB: The School is normally closed for a 1-2 week period over Christmas, during which staff are not normally expected to attend work. This is non-contractual and does not affect annual leave entitlement.*

For an informal discussion regarding the position, please contact the Karenne Mills, Music School Manager, on **020 8746 5338**.

## Benefits

- After one years' service, part remission of fees at St Paul's School / St Paul's Juniors for children of employees (subject to competitive entry procedures). Please note that remission of school fees is not a contractual entitlement. The Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Free daily hot lunches, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.

# St Paul's School Vacancies

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- Free parking on site.
- St Paul's employee bicycle scheme, whereby a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500.
- Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Employee Assistance Programme; an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Policy for funding external professional development, and reimbursement of relevant professional membership fees.
- After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.

## **Training (to be provided)**

- Safeguarding training
- First Aid
- Health and Safety
- Technical Training (if required)