

TEMPORARY CONCERTS ADMINISTRATOR

Position:	Concerts Administrator
Responsible to:	Concerts Co-ordinator
Location:	Walton on Thames
Hours:	Full Time (37.5 hours per week)
Duration:	Fixed term for 3 months
Salary:	£19,000 per annum

Music in Hospitals & Care is a charity providing live music sessions for people who are receiving care or treatment in healthcare settings across the UK.

JOB SPECIFICATION

As a temporary member of the concerts team, the Concerts Administrator will support the delivery of meaningful and therapeutic live music performances supporting a wide range of beneficiaries to experience joy through live music.

The Concerts Administrator will work closely with the Concerts Team and Directors to deliver around 160 live music sessions a month in care homes, hospitals, hospices, day centres and special schools.

General overview:

- Organise live music concerts and participatory live music experiences in healthcare settings across healthcare venues.
- Work closely with healthcare venues and partners to deliver and respond to referrals ensuring evaluation and monitoring of delivery.
- Work closely with the wider team to ensure communication through feedback and successful delivery within terms and conditions of funding.
- Supporting and engaging musicians in delivery and wider activity.

Specific tasks (including but not limited to):

Organise and administer live music concerts within healthcare venues across England

Assisting Concerts Co-ordinator with concert administration to organise and administer live music concerts in line with targets.

- Confirm musicians for live music sessions in line with their availability
- Issue musician booking forms
- Make/receive telephone calls about concert arrangements
- Resolve any problems arising
- Checking all venues have returned reply slips accepting concerts and telephone those which have not responded to confirm concert arrangements
- Generate weekly mail out of pre-concert packages to venues as part of database supported process. Including post where applicable.
- Sending out charity and concert promo material (posters etc.) to existing and new venues
- Assisting on specific projects as and when required.

- Working with the Fundraising Team to follow up with venues who have not completed and returned a feedback form.
- Monitoring feedback via claims and also venue feedback and forwarding any comments which need addressing
- Phoning all musicians who have not returned their contract confirmation
- Checking all data entry regarding concert organisation is inputted on the database
- Supporting the Finance Team to check and process artist expenses claims
- Arrange regular tours as directed.
- Support promotion of our musicians on tour.

General:

As a member of a wider team, there will be occasions where your help may be needed with other activities as allocated by the Concerts Coordinator or Directors.

Person Specification

Experience	Essential	Desirable
• Proven administration experience	✓	
• An active interest in live music and performance		✓
• Experience of using Databases and IT office applications	✓	
Knowledge and Ability		
• Knowledge and interest in supporting individuals with support needs and awareness of the issues experienced people within healthcare settings		✓
• Awareness of the impact that live music can offer across a wide range of beneficiaries		✓
• Work flexibly to cover team members within the concerts team as needed and to promote a can do attitude and energy to the delivery of our services	✓	
Skills		
• Well organised to deliver quality service and ensure a high standard	✓	
• Able to multi task and manage a large workload and to expand our delivery within available resources	✓	
• Proven administrative skills, recording and attention to detail	✓	
• Effective communication skills	✓	
Other		
• Interest in or experience with social media platforms	✓	