

Music & Concerts Administrator

Person Specification

|                             | <b>Essential</b>   | <b>Desirable</b>   |
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| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>• Basic level of education</li> </ul>   | <ul style="list-style-type: none"> <li>• Arts administration qualification</li> </ul>  |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• Proven administration experience ideally in a related field</li> <li>• Creative person with an active interest and appreciation of live music and performance</li> <li>• Working as part of a team</li> </ul> | <ul style="list-style-type: none"> <li>• Voluntary sector experience</li> <li>• Engaging musicians in similar delivery, workshops or activity with an insight into the needs of our musicians</li> <li>• Background or involvement in music</li> <li>• Supporting or working with older people including those living with dementia or wider ranging beneficiaries with support needs</li> <li>• Experience of creative evaluation approaches</li> </ul> |
| <b>Knowledge and skills</b> | <ul style="list-style-type: none"> <li>• Able to multi task and manage a large workload and to expand our delivery within available resources</li> <li>• Proven administrative skills, recording with attention to detail</li> </ul>                   | <ul style="list-style-type: none"> <li>• Ability to represent Music in Hospitals &amp; Care through partners and venue organisations</li> <li>• Awareness of the impact that live music can offer across a wide range of beneficiaries</li> <li>• Knowledge and interest in supporting individuals with support needs and awareness of the issues experienced people within healthcare settings</li> </ul>   |

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| <p><b>Personal attributes</b></p> | <ul style="list-style-type: none"> <li>• Promote a can do attitude and energy to the delivery of our services</li> <li>• Well organised to deliver quality service and ensure a high standard of live music provision</li> <li>• Approachable and friendly with an ability to support our musicians in their role</li> <li>• Personable relationship builder with effective communication skills and telephone manner, able to work with existing and new partners to showcase the impact of our work across different audiences</li> </ul> | <ul style="list-style-type: none"> <li>• Creative problem solving and innovative approach, with the ability to identify need and understand ways that live music can have an impact for our beneficiaries</li> </ul> |
| <p><b>Other</b></p>               | <ul style="list-style-type: none"> <li>• Database and IT office applications</li> </ul>   | <ul style="list-style-type: none"> <li>• Social media proficiency</li> </ul>   |