



POST TITLE: COUNTY and ACADEMY CO-ORDINATOR
(non-orchestral groups)

ACCOUNTABLE TO: Head of Academy@Maestros and Advanced Studies

Salary: starting at £16,000 FTE per annum

Location: Stoneham Court, RG30 4EZ

Terms and conditions:

Full time contracted position (Tuesday-Saturday or Mon-Fri alternating weeks) with occasional, additional, evening and weekend work as required¹ to fulfil the requirements of the role.

Main purpose of job:

To be responsible for overseeing the administration of County Group and Academy@Maestros events and activities; supporting colleagues and promoting and presenting our work to the public as required. This role will involve close liaison and collaboration with key colleagues within the Senior Management, Marketing and Design, Business and Central Services teams as well as parents, pupils and other external key stakeholders. Within this role there is specific responsibility for the following orchestral groups/activities:

- Berkshire Youth Choirs
- Berkshire Youth Guitar Orchestra
- Guitar Academy
- Soundstage
- Early Years



¹ where there may be occasional work at weekends, evenings etc., time off in lieu (TOIL) may be appropriate and will be negotiated with the line manager

Main Duties and responsibilities:

Day to Day administration for County Groups and Academy@Maestros

- Facilitate the day to day administration of all aspects of County Group and Academy@Maestros programmes; liaising with administrative colleagues and supporting musical directors, Curricular Heads and relevant Senior Leaders including:
 - Maintaining accurate ensemble, course and event registers
 - Updating parent/student account information through Paritor
 - Liaising with internal colleagues, external musicians, parents and students via phone and email
 - Ensuring repertoire and resources are thoroughly prepared prior to upcoming rehearsals, courses and events
- Liaise regularly with relevant Senior Leaders and County Group directors to plan the Maestros calendar of county events, meetings and activities; ensuring these events are submitted accurately and in a timely fashion to the administrator in charge of the company calendar
- Create and maintain budgets relating to County Group and Academy@Maestros activities
- Deal with all correspondence efficiently and effectively, maintaining effective communication with colleagues, parents and students and external personnel/venues etc. as required
- Provide administrative support in maintaining the Register for Exceptional Musical Ability (REMA) on Paritor, and in delivering bespoke extension and enrichment projects across the county including 'Learn it Live', Academy on Sunday, Gifted and Talented conferences/workshops and any future initiatives
- Provide appropriate text and information for promotional material and programmes and liaise with relevant colleagues with regard to the completion, reproduction and publication of all promotional materials
- Assist Curricular Heads and relevant Senior Leaders with specific administrative tasks related to county activities for their areas, by negotiation, and with appropriate planning
- Contribute to the development of new county wide initiatives as appropriate
- Liaise with Music Centre Managers/Area Senior Leaders on collaborative events where required

County Groups & Academy@Maestros events

- In liaison with the Head of Voice, Director of Berkshire Youth Choirs, Director of Berkshire Youth Guitar Orchestra, Guitar Academy co-ordinator and other relevant colleagues assist with the administrative management of County and Academy group rehearsals, concerts and events including:
 - attending fortnightly Saturday rehearsals where required/agreed
 - preparation of rehearsal resources including scores, parts, room bookings etc. utilising resources department and any gap year students as appropriate
 - facilitating hire of external resources and transport as needed
 - sourcing rehearsal and concert venues
 - administrative (front of house) support at identified rehearsals and events
- Provide administrative support to County Group and Academy@Maestros directors as required including:
 - creation of student lists from Paritor
 - attending courses/rehearsals if required

- preparation of rehearsal resources including scores, parts, room bookings etc.
- arranging event/rehearsal logistics including room hire, booking of sectional staff etc.
- providing assistance at scheduled concerts and events as required and organising volunteers/helpers as appropriate

Concerts & Events

- Manage the administration of concerts and events for Academy and County Groups in liaison with the event manager. Attend events as required (e.g. front of house) and be the public face of the County Groups and Academy@Maestros
- Plan and maintain accurate concert/events budgets
- Ensure thorough Risk Assessments are completed by event managers/senior leaders etc in advance
- Provide county-wide support for large scale events within Maestros and on behalf of the Berkshire Music Education Hub including, but not exclusive to:
 - Junior Music Festivals
 - Administration of Curricular Courses including term time and out of term 'holiday'² courses/events
 - Conferences
 - Royal Albert Hall and Gala Concerts

Auditions

- Co-ordinate all County Group auditions including set up and maintenance of online enrolment, booking staff for audition panels, collating and producing audition timetables, producing all relevant audition resources and materials and ensuring timely communication with staff, parents and pupils.
- Publicise and promote County Group and Academy@Maestros activities in liaison with the Marketing and Design team
- Collate and provide appropriate and timely feedback to students and parents

Tours

- Administer County Group tours and visits, liaising closely with the Educational Visits Officer, tour leaders and travel companies to ensure all criteria for educational off-site visits are met
- Prepare any tour folders or information required by the tour leader/s

Publicity and Marketing

- Assist with the preparation of materials for staff recruitment
- Assist with the collation of promotional material for county-wide events, concerts, recruitment and marketing initiative's as required
- Liaise with the Marketing and Communications Manager, marketing and design team and relevant event managers regarding County and Academy event information
- Contribute to social media updates as required

² Holiday is taken to mean periods outside of the Maestros agreed calendar of term dates
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Calendar

- Maintain an accurate list of all Maestros and BMEH events on the shared calendar (currently google calendar)
- Liaise with SMT and event managers regarding changes or additions to the calendar
- Ensure that all policies and procedures relating to calendar planning are adhered to when updating and maintaining the calendar
- Liaise with the marketing and design team and event managers to ensure all event details are accurate and up to date (staffing, venue, room booking, additional notes)

Additional Duties

- Undertake the co-ordination of evaluation, monitoring and feedback of County and Academy@Maestros projects to secure continuing high quality musical outcomes and provide timely data to stakeholders
- Attend administrative meeting with County and Academy teams, Music Centre Managers and other event managers as appropriate
- Support the development of new county-wide initiatives in future as they arise
- Undertake any other duties commensurate with an administrative post that may be assigned by the CEO from time to time after consultation with the post holder

This job description will be reviewed and agreed during the probationary period and annually thereafter.

Benefits:

- Full-time, contracted position with opportunity for some flexible working
- Travel expenses (where appropriate)
- Opportunity for annual enhanced performance awards³
- Generous holiday allowance of 20 days (plus bank holidays)
- Local Authority defined benefit pension scheme

Safer Recruitment

Berkshire Maestros is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an Enhanced Disclosure and Barring Service (DBS) check.

³ Subject to the Board of Trustees' annual decision regarding pay in line with the financial outturn as outlined in the pay policy

Person Specification:

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSES/A levels (or equivalent) with A level grade C or above in 3 subjects 	<ul style="list-style-type: none"> • First Degree or equivalent qualification in music • Instrumental/vocal qualification to at least Grade 6 (or A level Music)
Experience	<ul style="list-style-type: none"> • Administrative experience including registration, data collection, assessment, monitoring and feedback • Experience working with a range of partners, collaborators and visiting experts 	<ul style="list-style-type: none"> • Monitoring and maintaining budgets • Creating promotional materials
Knowledge & Skills	<ul style="list-style-type: none"> • Understand, or be willing to learn how a music hub works effectively with partners, parents and schools to provide the highest quality musical activities for all children, young people and their communities • Possess strong communication skills, personally and in writing; excellent written and oral English • Have a warm and friendly telephone manner, be polite, welcoming and positive • Proactive learner with good all round administrative skills including proficiency in the use of Microsoft Outlook, Word, Excel • Proven organisational skills, with ability to manage a varied and contrasting workload and prioritise effectively • Ability to work collaboratively as part of an effective team • Maintain a positive and professional approach to work • Be flexible and adaptable to changing situations and priorities • Excellent problem solving skills, showing initiative, independence, enthusiasm and a 'can-do' attitude • Be discreet with sensitive information, be completely trustworthy and reliable • Represent Maestros confidently and professionally to customers, outside agencies and the general public 	<ul style="list-style-type: none"> • Competent with Sibelius notation software • Demonstrable skill with social media platforms • Good awareness and appreciation of the National Curriculum in Music and the National plan for Music Education • Good working knowledge of current initiatives in music education
Other	<ul style="list-style-type: none"> • Car driver and daily access to vehicle 	