

RED NOTE ENSEMBLE LTD

JOB DESCRIPTION – Arts Administration Trainee - Easterhouse

Responsible and reports to:	Director of Access, Engagement and Participation
Responsible for:	Project administration
Salary:	£4,343 (£19,000 per year full time equivalent)
Hours of work:	8 hours a week
Base:	Red Note Ensemble has its offices at Summerhall, 1 Summerhall Place, Edinburgh EH9 1PL – but this post will be based primarily in Easterhouse (see further details in ‘Job Purpose’, below)
Remote working:	Since March 2020, the team has been working remotely and going forward we will support a flexible approach to ensure the safety of our staff and the effective delivery of our activities
Period of contract:	12 months, starting between 22nd and 28th June 2021 depending on availability
Date current:	April 2021

Key Dates:

Deadline for application: Wednesday 19th May 2021, 12 noon

Notification of interviews: Friday 28th May 2021

Interviews: Wednesday 2nd June and Thursday 3rd June 2021

Start date: between Friday 22nd and Monday 28th June 2021 depending on availability

Short Description

This is a part-time, 12-month trainee position for a member of the Easterhouse community to work with Red Note Ensemble to assist in the delivery of a project within Easterhouse for the period June 2021 – May 2022.

Supported by the Red Note production team and using the appointee’s knowledge of their own community to support the project, this position will focus on the successful candidate working with Red Note Ensemble to deliver a community-based music-and-drama project, whilst receiving training and gaining valuable skills and experience in administering youth music activities.

Job Purpose:

To support the administration and management of Red Note’s music-and-drama project *A Child’s Guide to Anarchy* (working title). The job is primarily based in Easterhouse. The person appointed will work mostly from home and around Easterhouse, but some travel around Glasgow and to the company’s offices in Summerhall, Edinburgh may be required on occasion (all travel expenses will be paid).

Main duties:

To support the Red Note Administrator and Director of Access, Engagement and Participation in the production and administration of the community arts project *A Child’s Guide to Anarchy*, through day-to-day administration tasks. This will include using their local knowledge to build relationships with diverse community groups across Easterhouse on

behalf of the project, liaising with artists and venues, arranging artist travel and accommodation, providing organisational support at workshops and performances, assisting with stage management, and gathering audience and other data.

The successful candidate will have the support and assistance of Red Note colleagues, although candidates who show initiative and pro-activity will be preferred. This post may therefore suit a local person who is looking to gain experience of work within the field of arts administration.

The successful candidate will be trained and supported in this role by the Administrator, General Manager and Director of AEP of Red Note Ensemble. Additional training relevant to the role will be provided.

We are looking for someone...

Who is:

- Well-organised, with an ability to meet deadlines and work efficiently under pressure
- Flexible
- Prompt and reliable
- Determined
- Able to manage a varied workload effectively
- Accurate, with good attention to detail
- Interested in, understands, and can commit to Red Note's values
- Interested in working with diverse artistic and non-artistic organisations in the community
- Resourceful and takes the initiative
- Able to work constructively as part of a close-knit team and to commit themselves to Red Note's priorities
- Able to travel if required
- Keen to develop their skills in organising arts activities

Who has:

- Working knowledge and local understanding of the Easterhouse community
- Computer literacy, with some experience of Microsoft Office software (training provided as necessary)
- Shown the ability to work with a variety of people, and to communicate with them effectively in writing and in person, and to have good interpersonal skills
- Shown the ability to take responsibility for their own area of work. This may have been in the context of (e.g.) an education/training course, a job, a caring or voluntary role, but it doesn't matter whether this was or wasn't directly connected to arts administration
- The right to work in the UK

And who might (though these are desirable rather than essential):

- Have worked in an artistic production and/or education setting (in either a paid or volunteer role)
- Have a full clean driving licence

The post has a requirement of approximately hours a week. The post holder must be flexible to respond during busy times and be prepared to work out of office-hours on a flexi /'time off in lieu' arrangement.

Disclosure Scotland: This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. The successful candidate will be required to join the PVG Scheme or undergo a PVG scheme update check prior to a formal offer of employment being made.

Equal Opportunities and Access

Red Note is committed to creating a team that reflects the diversity of lived experience in our society. We actively encourage people who are underrepresented in the arts to apply for jobs at Red Note Ensemble by creating an inclusive culture and ensuring staff have the right equipment and software to deliver their role. We welcome conversations about how we can make new staff feel comfortable, including about working patterns and styles.

How to apply

The closing date for applications is Wednesday 19th May 2021, 12 noon.

You can send your application using the online form link ([CLICK HERE](#)) or by emailing written or recorded answers (video or audio - this can be a dropbox or wetransfer link, up to a duration of 7min) to the questions below to: admin@rednoteensemble.com

We have no preference and will only evaluate the content of each application, not its production.

We are asking you for:

- 1)** Your name
- 2)** Your email address, home address and phone number.
- 3)** Why you're interested in this job. In particular, why are you interested in gaining skills and experience in organising and administrating music/arts activities?
- 4)** How long have you lived in Easterhouse? (If you don't live in Easterhouse at the moment, please tell us how you are connected with the community there). Please tell us about any Easterhouse community member or organisation you think is inspiring, and why.
- 5)** How could you use your knowledge of the Easterhouse community to support the Red Note project?
- 6)** This job will involve the use of Microsoft Office software – mainly Word and Excel. Please tell us how familiar you are with using these programmes, and give example(s) of how you've used them.
(If you are inexperienced in the use of this software, please be honest, as we will provide training as part of the job)
- 7)** Please tell us about a time when you've had to take responsibility for some kind of work. This may have been e.g. an education/training course, a job, a caring role or voluntary role. (It doesn't matter whether this was or wasn't directly connected to arts administration).
- 8)** Please give short examples of when you have shown the following skills/abilities (max. 50 words per example). Again, these could have been in e.g. an education/training course, a job, a caring or voluntary role. (It doesn't matter whether or not they were directly connected to arts administration)
 - a. Well organised
 - b. Flexible

- c. Prompt and reliable
- d. Determined
- e. Accurate
- f. Resourceful/able to take the initiative
- g. Able to work as part of a team

9) This is a fixed-term, trainee post, which will end after 12 months. What do you hope to have learned/gained experience in by the end of the post; and where would you like to see yourself a year *after* this post has ended?

10) Please share the name and contact details of two people who can offer a reference for you.

- This should be someone who knows you through education, employment, volunteering or personal interests, not someone related to you or a close friend. Think of someone who has worked with you doing something relevant to this role.

- Remember to ask them if they are ok with you sharing their name and contact details. We will only contact them if you are selected for the role.

Tell us their name, contact details, and how they know you

All applicants must also complete an anonymous Equal Opportunities Monitoring form. This will help Red Note Ensemble and Weston Jerwood to better understand the reach and fairness of our recruitment process.

Please [CLICK HERE](#) to download the monitoring form. Once completed it please send it by email to admin@rednoteensemble.com

Support with making your application

If you have any additional questions not covered in the [FAQ](#) document, if you have technical difficulties or you have any access requirements that we can support you with in the application process, you can arrange a time to speak with one of our team who is not involved in the recruitment process.

Please fill in this form ([CLICK HERE](#)) with your name, email, phone number, indicate what you would like to talk about and select a suitable time on the days indicated.

Before you make an application there is also an opportunity to attend a webinar with John Harris (Chief Executive) and Louise Martin (Director of Access, Engagement and Participation) to learn more about the position, what we are looking for from the successful applicant, and discuss any questions you may have.

To sign up please click on the date that suits you best:

- [Wednesday 5th May 2021 from 15.30-16.30pm](#)
- [Thursday 13th May 2021 from 10.30-11.30pm](#)

The application form

- The form does not save as you are filling it in, so we advise you write your answers into a separate document, save it on your computer, then copy and paste your answers or recording links into the form in case you lose your connection or refresh the page while you are filling it in.
- The application form allows you to include links and any related passwords for recorded applications.
- If there is another format that would support you to do your best application then please get in touch via admin@rednoteensemble.com (Sarah Mills) and we will work with you to try and make it possible.