

## RED NOTE ENSEMBLE LTD

### JOB DESCRIPTION – Arts Administration and Communication Coordinator

<b>Responsible and reports to:</b>	General Manager, Director of Access, Engagement and Participation, CEO
<b>Responsible for:</b>	General and project administration and communication coordination
<b>Hours of work:</b>	26 hours a week
<b>Salary:</b>	£15,000 p.a. (£20,000 per year full time equivalent)
<b>Base:</b>	Red Note Ensemble has its offices at Summerhall, 1 Summerhall Place, Edinburgh EH9 1PL – currently the Red Note staff is working from home
<b>Remote working:</b>	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
<b>Period of contract:</b>	12 months, starting between 2nd and 16th July 2021 depending on availability
<b>Date current:</b>	May 2021

#### **Key Dates:**

Deadline for application: Friday 28th May 2021, 12 noon

Notification of interviews: Thursday 10th June 2021

Interviews: Tuesday 15th and Wednesday 16th June 2021

Start date: between Friday 2nd and Friday 16th July 2021 depending on availability

#### **Short Description**

This is a part-time position for an Arts Administration and Communication Coordinator in a key role supporting Red Note's general and project administration, as well as its marketing activities.

The role offers insight into key areas of a cultural organisation and will give the post holder opportunities to learn and develop skills and gain experience in areas they are not yet familiar with.

#### **Job Purpose:**

To provide administrative support across the company and coordinate communication efforts to help deliver Red Note's strategic objectives as defined in the Business Plan.

#### **Main duties:**

To support the Red Note General Manager and Director of Access, Engagement and Participation in general office management project management and project administration.  
To coordinate Red Note's marketing activities (print and digital).

Ideally the successful candidate has some experience in one or several of the key responsibilities. Relevant training will be offered alongside the full support and assistance of the Red Note team, although candidates who show initiative and pro-activity will be preferred.

The Arts Administration and Communication Coordinator role sits at the heart of the organisation and requires a positive attitude towards problem-solving and great attention to detail. Red Note is a small, hard-working team and we are looking for someone with a warm and supportive personality who has the initiative to work independently, is well-focused and has the energy to adapt to new situations.

## **Role and responsibilities:**

### General Administration

- Support day-to-day administration within the office.
- Assist with office management.
- Assist with project activities.
- Support project administration.
- Maintain planning and address data.
- Assist with collecting statistics.

### Administration (Access, Engagement and Participation - AEP)

- Assist with scheduling AEP project sessions.
- Assist with booking/scheduling players and lead composers/project-leaders for AEP projects.
- Assist with logistics of the AEP projects.
- Collate statistics.
- Maintain database of AEP contacts.

### Communications

- Coordinate digital presence.
- Support and coordinate strategic marketing planning.
- Update website content.
- Run social media channels and generate content.
- Produce newsletters using email platforms, including creation and automation.
- Analyse and prepare reports about campaigns and analytics.
- Coordinate marketing activities with partners and presenters.
- Liaise with designers, printers, photographers, film makers and other creative freelancers.

## **We are looking for someone...**

### Who is:

- Well-organised, with an ability to meet deadlines.
- Able to work efficiently under pressure.
- Flexible.
- Reliable.
- Able to manage a varied workload effectively.
- Accurate, with good attention to detail.
- Interested in, understands, and can commit to Red Note's values.
- Resourceful and proactive.
- Able to work constructively as part of a close-knit team and to commit themselves to Red Note's priorities.
- Keen to develop their skills.
- Able to travel as required.

## Who has:

- Excellent verbal and written communication skills.
- Excellent computer literacy: Microsoft applications (Word, Excel, PowerPoint, Publisher), cloud-based software, online meeting tools, live-streaming platforms, managing CRMs, social media.
- Voluntary experience (2-3 years) in one or several key responsibilities, or professional experience (1-2 years).
- Good interpersonal skills.
- The right to work in the UK.

## And who might (desirable):

- Have the willingness and enthusiasm to take up any training required with this post.
- Have a full clean driving licence.

The post has a requirement of 26 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.

## **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 **Thursday 28th 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 up to a duration of 7min - this can be a dropbox or wetransfer link,) to the questions below to: [louise@rednoteensemble.com](mailto:louise@rednoteensemble.com)

We have no preference as to application method 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.
- 4) Please tell us about the experience you have developed in a relevant area - either organising and administrating music/arts activities, managing a busy office or working across marketing activities?
- 5) Please tell us about a time where you had to work independently and/or proactively to get a task done, whether or not directly connected to arts administration.
- 6) Please give short examples of when you have shown the following skills/abilities (max. 50 words per example). Please note 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. Accurate
- e. Resourceful
- f. Able to work as part of a team

7) 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 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](mailto:admin@rednoteensemble.com)

### **Support with making your application**

If you have any questions that aren't covered here, if you have technical difficulties or you have any access requirements, we can support you with in the application process, please email Louise Martin on [louise@rednoteensemble.com](mailto:louise@rednoteensemble.com) with your question and she will reply to you with the required information.

### **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 [louise@rednoteensemble.com](mailto:louise@rednoteensemble.com) (Louise Martin) and we will work with you to try and make it possible.