

## Arts Administration and Communication Coordinator position

### FAQs

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 on [louise@rednoteensemble.com](mailto:louise@rednoteensemble.com) with your question and she will reply to you with the required information.

#### **Q. What level of education/experience of working should I have had to apply for this post?**

**A.** We do not expect specific qualifications for this post but think that the job requirements would suit somebody who has 2-3 years of experience in a voluntary role or 1-2 years in a professional role, working in administration and/or marketing in the cultural sector.

If you have all or some of the skills we listed, we'd love to hear about them. We realise that the responsibilities require different experience, and we don't expect you to have them all at once.

So, we'd still love to hear from you if you think you fit the 'Person Specification', even if your previous experience has been outwith formal education/paid employment.

#### **Q. You are asking to be able to travel - Is travel for Red Note covered by Red Note?**

**A.** Yes. We will cover the costs of travel (usually public transport, or mileage if you drive) deemed necessary to undertake the work.

#### **Q. Should I include a CV/covering letter?**

**A.** No, there is no requirement for you to include a CV. Please ensure you complete the application form, as well as the Equalities Monitoring Form.

#### **Q. What kind of supporting documents should I attach?**

**A.** There is no requirement for supporting documents. If you do feel the need to attach files, documents or links that you feel would complement and help us better understand your answers to the application form, please note that the application form only accepts a maximum of 5 files of 100MB each.

Similarly, if you are sending your application by email, your email programme will also have a size limit for attachments. Please remember that these are only supporting documents so do be conscious of the length and size of your files. If you would like to share larger files, please use tools like WeTransfer or Dropbox.

#### **Q. Where and when will interviews take place?**

**A.** We aim to be back in touch with applicants selected for interviews on **Thursday 10th June 2021** with interviews arranged for **Tuesday 15th and Wednesday 16th June 2021**. Due to the current circumstances, these will take place digitally on the video conferencing

platform Zoom. If you are invited to interview, we will discuss options for you and can be flexible on which digital platforms you are most familiar with. If you have any access requirements, please let us know.

**Q. What does it mean to work remotely?**

**A.** Since March 2020, the Red Note 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. This means you may work from home, but you don't need to use your own equipment. We will provide you with the necessary equipment for you to be able to carry out your work.

**Q. What about COVID-19?**

**A.** Red Note continues to adapt programme and project planning to follow Covid-19 government regulations and to ensure the safety of our staff. In the event of heightened measures, travel restrictions or other Covid-related events, we will respond accordingly and work with you to find the best way to support you in the role. Even during lockdown when live events and in-person activities cannot be undertaken, we have designed this role to be flexible working alongside the Red Note team delivering work digitally.

**Q. Who can I ask for further questions about my application?**

**A.** For further questions you can send an email to Louise Martin on [louise@rednoteensemble.com](mailto:louise@rednoteensemble.com).