**RED NOTE ENSEMBLE LTD**

**JOB DESCRIPTION – Arts Project Trainee Admin Assistant - Easterhouse**

**Salary:** £3,619 (equivalent to £19,000 per year full time)

**Hours of work:** 8 hours a week(flexible)

**Based in:** this post will be based primarily in Easterhouse (see further details in ‘Job Purpose’, below)

**Period of contract:** 10 months, starting between \*Monday 30th August and 9th September 2021 depending on availability

**Date this job advertised: 12th July 2021**

**Key Dates:**

Deadline for application: \*Friday 30th July\* 2021, 5pm

Notification of interviews: \*Tuesday 3rd August\* 2021

Interviews: \*Thursday 12th August\* and \*Friday 13th August\* 2021

Start date: early September 2021 depending on availability

**Short Description**

This is a part-time, 10-month trainee position for a member of the Easterhouse community to work with Red Note Ensemble to help with the delivery of a project within Easterhouse for the period September 2021 – June 2022.

Using their knowledge of their own community, admin skills and supported by the Red Note team, this position will focus on the successful candidate working with Red Note Ensemble to help organise a community-based music performance project, whilst receiving training and gaining valuable skills and experience in organising and administering youth music activities.

Job Purpose:

To support the organising, administration and management of Red Note’s music performance 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 for work-related travel will be paid.

Hours of work:

Approx. 8 hours per week. Exactly when the person works could potentially be quite flexible: we are happy to discuss and negotiate work patterns to suit both Red Note and the successful candidate. However, there are some fixed dates in the project schedule to which we would like the successful candidate to be able to commit. The post holder must be flexible to respond during busy times and be prepared to work outside of ‘traditional’ office-hours on a flexi /’time off in lieu’ arrangement.

**Remote working:**

Since March 2020, the team has been working remotely, from home, and meeting primarily

via Zoom. Whilst Covid restrictions continue to be an issue, we will support a flexible

approach to ensure the safety of our staff and the effective delivery of our activities

**Main duties:**

To support the Red Note Administrator and Director of Access, Engagement and Participation (AEP) in the organisation, administration and production of the community arts project *A Child’s Guide to Anarchy*, through day-to-day admin tasks. This will include

* using their local knowledge to build relationships with a wide range of community groups across Easterhouse on behalf of the project
* making practical arrangements to support artists, including arranging artist travel and accommodation
* organising and supporting workshops and performances
* liaising with venues
* helping with stage management
* gathering audience data and other data.

This role would suit a local person who is looking to gain experience working in the arts and is excited about the opportunity of working on a community music project.

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
* Interested in having a varied workload
* Accurate, with good attention to detail
* Interested in, understands, and can commit to Red Note’s values
* Interested in working with artistic and non-artistic organisations in the community
* Resourceful and takes the initiative
* Able to work well as part of a close-knit team
* Able to travel if required
* Keen to develop their skills in organising arts activities

Who has:

* Knowledge and local understanding of the Easterhouse community/Glasgow North East area
* Computer literacy, with some experience of Microsoft Office software (training can be provided as necessary)
* Shown the ability to work with a variety of people, and to communicate with them well in writing and in person
* 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. **Please note -** *it does not matter if the experience you share is not connected with the arts*
* The right to work in the UK

Who might (though these are desirable rather than essential):

* Have worked in a role organising arts activities and/or in an education setting (in either a paid or volunteer role)
* Have a full clean driving licence

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 \*Friday 30th July\* 2021, 5pm

You can send your application in any one of these ways:

* use the online form link ([CLICK HERE](https://forms.gle/2voJGF57gX66G7XW6) )
* email written answers to the questions below to: katja@rednoteensemble.com
* email recorded answers (video or audio - this can be a dropbox or wetransfer link, max. 7mins long) to the questions below to: katja@rednoteensemble.com

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

Please tell us:

**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 experience and skills in organising youth 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

**5)** 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 something or someone. 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 (one sentence per example) of when you have shown the following skills/abilities 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)

1. Well organised
2. Flexible
3. Prompt and reliable
4. Determined
5. Accurate
6. Resourceful/able to take the initiative
7. Able to work as part of a team

**9)** This is a fixed-term, trainee post, which will end after 10 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.

- These should be people who know 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](https://drive.google.com/file/d/1u4_hhIM7ApBkpCke5YC4UwUK-tjcPxx2/view?usp=sharing) to download the monitoring form. Once completed it please send it by email to katja@rednoteensemble.com

**Support with making your application**

If you have any additional questions not covered in the [FAQ](https://drive.google.com/file/d/1w2vQihOiBY-qfcSv79JuY-xvfmxNqXvj/view?usp=sharing) 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.

If you’re interested in the post but not sure if it’s for you/whether to apply – we’d love to hear from you! Drop an email katja@rednoteensemble.com with any queries; or ask to chat with one of us informally to find out more about the role, what we are looking for, and ask any questions you may have.

**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 katja@rednoteensemble.com (Katja Armknecht) and we will work with you to try and make it possible.