

RED NOTE ENSEMBLE LTD

JOB DESCRIPTION – Arts Administration and Communication Assistant

Responsible and reports to:	Acting General Manager
Duties:	General administration and communication
Hours of work:	20 hours a week, flexible as agreed
Salary:	£9.90 per hour (we are a living wage employer)
Base:	Red Note Ensemble has its offices at Summerhall, 1 Summerhall Place, Edinburgh EH9 1PL
Remote working:	The team has been working remotely in line with government guidance and going forward we will support a flexible approach to ensure the safety of our staff and the effective delivery of our activities. A hybrid office/home working structure will be discussed.
Period of contract:	From 11 th February 2022 depending on availability. Contract to 31 st July 2022 in the first instance, to be reviewed June 2022.
Date current:	January 2022

Key Dates:

Deadline for application: Thursday 27th January 2022, 5pm

Notification of interviews: Monday 31st January 2022

Interviews: Friday 4th February 2022 via zoom

Start date: from 11th February 2022 depending on availability

Short Description

This is a part-time, temporary position for an Arts Administration and Communication Assistant 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, in particular social media, to help deliver Red Note's strategic objectives as defined in the Business Plan.

Main duties:

To assist with Red Note's marketing activities (print and digital).

To support the Acting General Manager in general project management and project administration.

The successful candidate will have 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.

RED NOTE

The Arts Administration and Communication Assistant role sits at the heart of the organisation and requires a positive attitude towards problem-solving and acute attention to detail. Red Note's administration is a small, hard-working team and we are looking for someone who is supportive, well-focused and has the initiative and energy to adapt to new situations.

Role and responsibilities:

General Administration

- Support day-to-day administration within the office
- Assist with office management
- Support project administration
- Maintain planning and address data
- Assist with collecting statistics
- Assist with COVID compliance procedures
- Organise score and music distribution and filing
- Arrange travel and accommodation for artists and staff

Administration (Access, Engagement and Participation - AEP)

- Assist with scheduling AEP project sessions
- Assist with logistics of the AEP projects
- Collate statistics
- Maintain database of AEP contacts

Communications

- Support and coordinate strategic marketing
- Update website content
- Manage social media channels including content creation, planning and scheduling
- 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
- Liaise with PR professionals

We are looking for someone...

Who is:

- Well-organised, with an ability to meet deadlines
- Able to work efficiently under pressure
- Flexible
- Prompt and 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
- Confident at producing detailed and accurate reports
- Able to work both independently and as part of a close-knit team and to commit themselves to Red Note's priorities
- Keen to develop their skills and undertake training as required
- Able to travel as required

Who has:

- Excellent verbal and written communication skills.
- Excellent computer literacy: Microsoft applications (Word, Excel, PowerPoint), cloud-based software, online meeting tools, live-streaming platforms, content management systems, social media, design tools e.g. Canva
- Voluntary or professional experience in one or several key responsibilities
- Excellent interpersonal skills
- The right to work in the UK

And who might have (desirable):

- Experience in marketing and communications
- A full clean driving licence

The post has a requirement of 20 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 27th January 2022, 5pm.**

Applications via CV, and covering letter which answers the questions below. Applications are to be sent in PDF format to sarah@rednoteensemble.com by the deadline above. Late applications will not be accepted under any circumstances.

The covering letter should tell us the following:

- 1) Your name
- 2) Your email address, home address and phone number
- 3) Why you are interested in this job
- 4) Relevant experience and skills you have developed, particularly within IT, social media and general administration
- 5) 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 does not matter whether they were directly connected to arts administration:
 - a. Well-organised
 - b. Flexible
 - c. Resourceful
 - d. Proactive
 - e. Independent working
 - f. Efficient working under pressure

7) Please include the name and contact details of two people who have agreed to offer a reference for you. These should be people who know you through education, employment, volunteering, or personal interests, not anyone who is a close friend or related to you. 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, or go to our website advert to download a copy. Once completed please send it by email to admin@rednoteensemble.com

Support with making your application

If you have any questions that aren't covered here, if you have technical difficulties or have any access requirements, we can support you with the application process. Please email Sarah Mills on sarah@rednoteensemble.com with your question and she will reply to you with the required information.

If there is another format that would support you to do your best application then please get in touch via sarah@rednoteensemble.com and we will work with you to try and make it possible.