

Administrator

Recruitment Pack

Duties: General administration of the company and its programme of activities

Hours of work: 0.6 FTE (21 hours per week) flexible as agreed.

Depending on projects and concerts, occasional evening and weekend working will be required. The post holder must be flexible to respond during busy times, particularly during the autumn (September – November) which is the busiest season for us. The postholder must also be available to travel occasionally outside the Central Belt.

Salary: £15,600 (based on £26,000 per annum pro rata)

Annual Leave entitlement: 15 days plus bank holidays (based on 25 days pro rata)

Office: Red Note Ensemble has its offices at Summerhall, 1 Summerhall Place, Edinburgh EH9 1PL

Remote working: We operate a hybrid office/home working structure with a requirement of at least 2 days per week in the office (pro rata for part time employees – a minimum of 1 day per week in the office is required)

Period of contract: Fixed term contract for 1 year (with a possibility for extension)

Responsible and reports to: General Manager

Recruitment Timeline:

- **Deadline for applications:** Monday 26th May 2025, 23:59
- **Interviews:** Thursday 5th June, to be held in Summerhall or online. We will try to accommodate a time that is most suitable for you.
- **Start Date:** June 2025 (dependent on notice period)



RED NOTE

About Us

New music enriches the life of Scotland, and creating, developing and performing new music contributes directly to the growth and development of a diverse, dynamic, innovative and inclusive Scottish culture. This has been, and remains, Red Note Ensemble's mission since its formation in 2009.

As well as performing the established classics of contemporary music, Red Note brings composers, performers and audiences closer together through three established and interlinked programme strands:

1. Performance & Commissioning

Red Note commissions new music, develops the work of new and emerging composers and performers from Scotland and around the world, and finds new spaces and new ways of performing contemporary music to attract new audiences – taking new music out to audiences across Scotland and internationally.

2. Working with Communities

The ensemble undertakes an extensive Working with Communities programme, focusing particularly upon working with younger and older people, people with multiple disabilities, people living in areas of multiple deprivation, as well as working to address inequalities of access and representation due to race/ethnicity and gender imbalances.

3. Developing Talent

Through our Talent Development programme, we support composers, performers and administrators at all education and career stages to develop their artistic work and professional practice to international standards through working with Red Note.

Working with us

Red Note is run by a small, close-knit team with occasional freelance staff for project specific work. Our busiest period of work is usually the autumn, between September and November, with participation to festivals and the delivery of our Talent Development and Working with Communities programmes, though we are active throughout the year with other concerts series and activities. We operate a TOIL policy to allow for increased hours during busiest period and for time off following more intense work patches.

We have a small office in Summerhall in Edinburgh and work from there 1-2 days per week. The team is based both in Edinburgh and Glasgow, and we require staff to work from the office at least 40% of their working week. Our projects are usually held within the Central Belt, with occasional travel in Scotland and the UK.

You can see Red Note's current staff, board and players on our [website](#).



JOB DESCRIPTION

This is a part-time position for an Administrator in a key role, supporting Red Note's general and project administration through its three strands of work.

Main duties:

To support the General Manager in general project management and administration. This includes, but is not limited to, arranging logistics and booking travel and accommodation for artists, staff and freelancers, drafting schedules, attending concerts and other events, administrating project evaluation, as well as filing expenses, recording carbon emissions and maintaining Red Note's administrative and planning systems.

Project Administration:

- Support the General Manager with the delivery of Red Note's programme.
- Arrange travel and accommodation for artists and staff in liaison with partners and venues.
- Organise score and music distribution and filing.
- Draft and distribute projects schedules.
- Maintain project related documentation and systems.
- Coordinate logistics for Working with Communities and Talent Development activities.
- Administration of the evaluation and reporting of activities.
- Track and file expenses.

Company Administration:

- Support day-to-day administration within the office.
- Maintain planning and administrative systems.
- Ensure filing systems and records are kept up to date accurately and timeously.
- Process general enquiries.
- Assist with collecting statistics and other data.
- Assist with office management.
- Record carbon emissions and support the General Manager in implementing Red Note's environmental strategy.
- Organise meetings and take minutes as required.
- Support the General Manager with financial administration including filing invoices and expenses.

This list sets out the main duties of the role but, as we work in an ever-changing environment, the postholder might be required to work outwith these duties from time to time depending on the level of activity with the organisation.

PERSON SPECIFICATION

The successful candidate will have at least 1 year of experience in a similar environment in the arts, or proven ability in several of the key responsibilities. They will have a passion for the arts, and ideally an interest in music.

The Administrator role sits at the heart of the organisation and requires a positive attitude toward problem-solving and acute attention to detail, as well as excellent interpersonal and communication skills. 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.

Essential:

- Excellent organisational skills, with an ability to manage a varied workload and meet deadlines.
- An interest in arts administration with at least one year's experience in similar environment or proven ability in several key responsibilities.
- Accurate, with excellent attention to detail.
- Able to work efficiently under pressure, resourceful and proactive.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Able to work both independently and as part of a close-knit team.
- Able to attend concerts and events outside of normal working hours and travel as required.
- Excellent IT skills: Microsoft applications, cloud-based software, online meeting tools, live-streaming platforms.
- Interested in, understands, and can commit to Red Note's values.
- Keen to develop their skills and undertake training as required.
- The right to work in the UK.

Desirable:

- Knowledge of the Scottish contemporary music scene.
- Ability to read musical notation.
- Knowledge and understanding of EDI practices and accessibility.
- Interest in environmental sustainability.
- A full clean driving licence.

The post has a requirement of 21 hours a week. The post holder must be flexible to respond during busy times, particularly during the autumn, our busiest period of the year. The post-holder must be prepared to work out of office-hours on a flexi /'time off in lieu' arrangement.

HOW TO APPLY

To apply please email us:

- A CV (no more than 2 pages) titled 'Your Name CV' in pdf
- A cover letter (no more than 2 pages) in pdf, or a video or audio recording of no more than 5 minutes, titled 'Your Name Cover Letter' detailing your professional background, skills and experience with reference to the job description and person specification, and why you are interested in joining Red Note Ensemble.

Please include the name and contact details of two referees, one of these should be your most recent employer. We will not contact them without your prior approval.

Please email your application to flore@rednoteensemble.com with the subject line 'Administrator Application' by **Monday 26th May 2025, 23:59**. Late applications will not be accepted under any circumstances.

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 access and complete the monitoring form.

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 flexible working.

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 get in touch with Flore Ducasse on flore@rednoteensemble.com with your questions.