Position: Music Administrator

Department: Music

Responsible to: Music Programme Manager

Salary: £28,000, pro rata

Location: St Martins, Trafalgar Square, WC2N 4HJ

Full-time/Part-time: Part-time (0.6 FTE), permanent

Role overview: To support the Music Programme Manager with preparation of printed programmes and other content for music events as well as producing social media content, coordinating the Manchester-based choral scholarship programme and supporting with the running of come-and-sing events

Background:
St Martin-in-the-Fields (St Martin’s) is a remarkable place to work. Located in the heart of London on Trafalgar Square, we are a place for everyone, everywhere, every day – to worship, reflect, relax, meet, eat and drink, enjoy the arts and much more. The church is a 300-year-old architectural jewel, with iconic spaces that attract hundreds of thousands of people to our site each year.

Nature and scope of the job:
The Music Administrator will be a core member of our thriving music team, working directly with our Music Programme Manager on our broad range of music programmes, including assisting with administrative support, preparing for concerts and organising activities outside of St Martin’s.

Main duties and responsibilities:

**Great Sacred Music and Choral Classics**
- Prepare the printed programmes and script template for weekly Great Sacred Music and Choral Classics;
- Occasional musical research for Great Sacred Music and Choral Classics scripts; and
- Keep the website updated with Great Sacred Music and Choral Classics events, and produce associated content for social media.

**In-house Concerts**
- Support the production of content for programmes, website, social media and mailings;
- Assist with the preparation and delivery of Saturday come-and-sing events (approximately 6-8 per year);
- Assist with music preparation for concerts, including ordering online and printed sheet music, and helping keep the orchestral library catalogued and in order.

**HeartEdge Manchester Choral Scholarship Programme**
- Assist in co-ordinating the weekly programme of Great Sacred Music events as part of our collaboration with the Diocese of Manchester, liaising with churches, creating printed programmes and researching and drafting scripts.
- Assist in coordinating the schedule and availability of the HeartEdge Manchester choral scholars.

**Events outside St Martin’s**
- Assisting with the organisation of activity outside St Martin’s e.g. choral groups trips and tours

Music Administrator
June 2023
Other Requirements

- To attend weekly team meetings on Monday mornings;
- Occasionally assist with the setup of church and rehearsal spaces for choral activities as required; and
- Assist in ensuring in-house music pages on the website are up-to-date.

*Please note that this is not an exhaustive description of responsibilities; aspects of the role may reasonably change over time and the successful candidate is expected to contribute to the development and progression of this role.*

Knowledge, skills and abilities

To be effective in this role you will need to demonstrate knowledge of the following, including formal training where appropriate:

**Essential Criteria**

- A good knowledge of choral music;
- An enthusiasm for writing programme notes and creating music notes for speakers;
- Excellent organisational skills and strong attention to detail;
- Ability to respond calmly yet confidently to last minute challenges and problems;
- Good working knowledge of Microsoft, including Word and Excel; and
- Team player with excellent communication and interpersonal skills, who enjoys working with others within a large and varied organization.

**Desirable**

- Basic desktop publishing software knowledge e.g. InDesign; and
- A general knowledge of classical instrumental music.

Who we are looking for

St Martin’s welcomes applications from all sections of the community and is committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equality and representation and appoint on merit.

How to apply

To apply for this post, please email the following to peopleandculture@smitf.org by 03/07/2023 with:

- A supporting statement, explaining why you believe you will excel in this role; and
- An up-to-date CV detailing your relevant achievements.

Interviews will be held as suitable applications are received. SMITF reserves the right to close and appoint to this role within the stated advertising period, and so advises early applications are submitted.