

Sheffield Music Academy Administrator

c.30 hours per week, including Saturdays during term time

£24,000 pro rata

Permanent

Summary

[Sheffield Music Academy](#) is a vibrant and thriving music education charity, nurturing the next generation of musicians in the region. We inspire and support musicians aged 4-19 years through 1-1 teaching, ensembles, theory classes, and more – enabling young people to become well rounded and experienced musicians. We are looking for a confident, dedicated, and proactive administrator to join our busy managerial team. The post is contingent on successful references and a DBS check.

Job Description

The Administrator role is a fundamental part of the Sheffield Music Academy team and community. Working alongside staff, students, and their families, the Administrator supports Sheffield Music Academy in nurturing and inspiring young musicians across the region.

We are looking for a confident, dedicated and proactive administrator. The postholder will work both at the Sheffield Music Academy offices, during the week, and at Birkdale School, Sheffield, on Saturdays when activity is taking place.

The Administrator supports the management of Sheffield Music Academy's Saturday programme and concert series. The role assists in operating activities and acts as liaison with staff, families and students. The Administrator manages the organisation's resources, and leads on managing data, with some financial duties.

When activity is taking place, the Administrator has a hands-on role, providing pastoral care and managing the resources needed for young people to make music. They are responsible for keeping the space tidy and locking up buildings when not in use.

Main Duties include

Event Management and Marketing

- Supporting the promotion of the SMA profile and concert series, through management and maintenance of the SMA website and marketing materials.
- Assisting in the operation and management of day to day SMA activities.

Organisational

- Liaising with families, students and staff.
- Assisting in the preparation and administration of timetables, registers, and signs.
- General administrative duties including data entry, database management, basic financial duties (raising invoices, cash handling and book-keeping) and filing.
- Management of SMA resources, including sheet music and instruments.
- Coordinating volunteers.,
- Application and audition coordination and liaison.

General

- Ensure continued excellent customer service standards are maintained with colleagues, families, students, audiences, stakeholders and partners.
- Contribute to the overall ethos/work/aims of the Academy.
- Participate in training and performance development as required.

Please send a covering letter and CV (including two referees) stating your suitability and interest in the role to General Manager Matt Wigley matt@sheffieldmusicacademy.co.uk by 6pm Friday 8th November 2024.

The role is subject to an Advanced DBS check.

Hybrid working may be considered, providing the applicant can be in the office, Sheffield, for two days a week, and can be at SMA activities on Saturday.

What we're looking to see

	Essential	Desirable
Qualities	-A passion for nurturing the potential of young people. -A professional and proactive attitude, confident in using their own initiative to apply themselves to a range of tasks. -A team player who can act independently when needed. -A confident, can-do approach, applying themselves to a range of tasks. -Shows care, consideration and attention to detail.	-An interest in music and/or the arts.
Experience: Administrative	-A thorough and practical understanding of Microsoft Office 365 & applications -Experience of data entry, managing enquiries, analysing data, copying and printing. -Understanding of financial systems, able to use spreadsheets effectively.	-Experience of an administrative role. -Experience of working in the arts. -Experience with managing websites and social media.
Experience: Musical		-Able to read sheet music. -An understanding of the music education and/or community music sectors.
Experience: Engagement	-Able to communicate confidently, effectively and proactively. -Professional attitude towards safeguarding, promoting best practice at all opportunities.	-Experience of safeguarding. -First aid trained.

Commitment	-Able to work 30 Saturdays a year in Sheffield, plus midweek office days.	-Holds a valid driving license.
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