



APPLICATION PACK – Administration and Marketing Assistant

About Gloucestershire Academy of Music (GAM) www.gamusic.co.uk

GAM is guided by the vision that all children and young people in Gloucestershire will have access to high quality music education and that our teaching systems will impact positively on the UK-wide music sector.

Our mission is to improve access to, and pathways through, classical western and world music education.

We do this through:

- Providing high-quality term-time tuition at our Gloucester headquarters and Cheltenham satellite centre, as well as in schools
- Running inter/nationally renowned and enjoyable Easter and Summer holiday courses for adults and children
- Working in partnership to extend our reach (e.g. through ambitious events)
- Targeted funded outreach projects to increase the diversity of students accessing our services and developing their talents

We are based in Barbican House in Gloucester but also have a centre in Cheltenham and engage in partnership projects which may involve work in other parts of the county or beyond.

Gloucestershire Academy of Music is a charitable organisation employing 30 teachers, working annually with around 1,500 children, young people and adults. We are a partner in Make Music Gloucestershire, our local music education hub.

Vacancy Details

We are seeking an Administration and Marketing Assistant

An exciting opportunity has arisen to join our rapidly developing organisation. You will support the Programme Manager in the administration and marketing of GAM's artistic programme and contribute to the smooth running of the office at Barbican House. This role will involve managing our new website which is currently in development. The post-holder will be required to carry out receptionist duties at our Cheltenham centre on Saturday afternoons during term-time (30 weeks per year).

We are looking for someone with excellent communication skills, attention to detail, proven organisational skills and a passion for helping children to access high-quality music activities. This post is a part-time role (up to 0.6 FTE) with an annual salary in the range of £15,000-£18,000 per annum (pro rata), depending on experience. The initial contract is for 12 months, with a review in August 2019.

GAM is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. The post-holder must be happy to work flexibly as part of a small core team.

Job Description

Reports to: Programme Manager

Responsibilities:

Office management

- field e-mails, take telephone enquiries and provide a reception service as required, including at the GAM Cheltenham centre on a Saturday afternoon during term-time (30 wks per year).
- perform and keep records of the weekly fire alarm test
- general office management, e.g. filing, ordering supplies, opening post, recycling
- keep wall, window and table displays current and organised
- liaise with partner organisations

Marketing and communications:

- contribute to the creation of content and management of GAM's website and social networks
- design flyers and other publicity material
- gather information using googledocs and act upon/disseminate data as appropriate
- develop marketing network and press contacts
- produce regular newsletters/e-flyers

Database development and management:

- keep databases current and update regularly with accurate information in line with GAM's privacy policy

Support artistic programme as directed:

- support music leaders to ensure smooth running of the sessions including providing resources, answering basic queries from parents and students, pastoral support, organising catering, taking registers
- create exam sign up lists and assist in the preparation for exam sessions

- assist in organising VIP events
- make up and print student certificates
- maintain our programme overview document

Any other duties within capacity as reasonably required

Person Specification

Essential

- customer centred approach
- strong writing and proof-reading skills
- good eye for design
- excellent organisational and time management skills
- computer literate
- proven ability to work quickly and accurately, with attention to detail
- commitment to access and equal opportunities
- ability to work flexibly in a small team
- commitment to arts education

Desirable

- experience of professional employment in arts marketing
- content management system experience
- ability to design flyers using relevant software such as Publisher, iStudio etc
- ability to edit and manipulate images for use in digital publishing

Terms:

Post:	Fixed-term 12 month contract (to be reviewed August 2019)
Weekly hours:	up to 22.5 hours per week - negotiable (FTE 0.6) including a Saturday afternoon during term time.
Salary:	Up to £18,000 per annum (pro rata), depending on experience
Location:	Gloucester (main base) and Cheltenham
Location:	Barbican House, Barbican Road, Gloucester GL1 2JF
Holiday:	22 days + bank holidays (pro rata)

How to apply

To apply for this role, please complete GAM's application form, which is downloadable from our website: www.gamusic.co.uk.

Completed application forms and Equal Opportunities monitoring forms must be returned to admin@gamusic.co.uk

Deadline for applications: Midday on Friday 24 August 2018

Interviews will take place at Barbican House, our Gloucester centre on Monday 3rd September 2018 **NB.** if this date is not feasible for you, please call to see if an alternative time can be arranged.

Queries

Please contact Sophie George (Programme Manager) on 01452 668592 if you would like an informal discussion about the post; need support with your application or wish to submit your application in an alternative format.

Gloucestershire Academy of Music is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.