



APPLICATION PACK – Programme Coordinator

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 through a Schools Music Agency
- 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 40 teachers, working annually with around 700 children, young people and adults. We are a partner in Make Music Gloucestershire, our local music education hub.

Vacancy Details

We are seeking a Programme Coordinator

He/she will support the Artistic Director and the Executive Director with the coordination of programmes, projects and events; oversee the smooth running of the office and line manage the office administrator

PERSON SPECIFICATION

An exciting opportunity has arisen for a Programme Coordinator to join our rapidly developing organisation. The post-holder will assist the Artistic Director and the Executive Director in delivering an extensive programme of music tuition, courses, ensembles and projects for children and young people. Based in central Gloucester, he/she will liaise with venues, parents and teachers and will help to plan, market and coordinate our programme.

We are looking for someone with exceptional communication skills, excellent attention to detail, proven organisational skills and a passion for helping children to access high-quality music activities. This post will involve working on Saturday mornings and is a part-time role (0.7 FTE), with scope for it to become full-time.

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: Executive Director
Line Management: Administrator

Job Purpose:

- To support the Artistic Director and the Executive Director with coordination of programmes, projects and events and to oversee smooth running of the office and systems.
- To line manage the office administrator

Responsibilities:

1. Support the Artistic Director and Executive Director with planning, coordination and evaluation of GAM's artistic programme which includes: lessons, ensembles, projects, workshops, courses and events.
2. Line manage the office administrator.
3. Lead on administration of ABRSM and GAM exams, including collating entries, notifying students/teachers of exam times, contacting ABRSM if there are any requests for changes. Collecting results and distributing to teachers for ABRSM exams. Preparing timetables, mark sheets, printing certificates and distributing results for GAM exams.
4. Maintain effective systems to support administration, including contact database, course bookings and membership management.

5. Oversee client communications including liaison with parents, teachers, students and other participants.
6. Oversee the creation of termly timetables and registers for our Gloucester and Cheltenham centres.
7. Support the Artistic Director with teacher, artist and welfare staff contracting, ensuring compliance with policies/procedures.
8. Carry out marketing tasks including website updates, drafting e-newsletters, listings maintenance and managing social media output.
9. Coordinate holiday courses to include checking welfare and teacher availability, creating cover lists, providing student lists for tutors and welfare staff, booking premises, arranging catering staff, sending out joining instructions.
10. Provide first point of contact for enquirers and carry out reception duties when administrator is unavailable.
11. Attend mandatory and job-related training and/or coaching sessions as directed.
12. Comply with GAM's policies and procedures, in particular ensuring that all employees, volunteers, contractors, members and their families are aware that:
 - a. safeguarding is everyone's business and that there is an expectation that staff will pass on to the appropriate manager and local authority any welfare concerns that may arise in the course of their duties
 - b. everyone has a responsibility to ensure their own and others' health & safety
13. Represent and advocate for GAM at events as required.
14. Carry out other duties as reasonably required.

Terms:

Post:	Permanent contract
Weekly hours:	26.25 hours - negotiable (FTE 0.7) including Saturday mornings during term-time.
Salary:	£20,000 - £22,000 pro rata (subject to experience)
Location:	Gloucester (main base) and Cheltenham
Location:	Barbican House, Barbican Road, Gloucester GL1 2JF
Holiday:	22 days + bank holidays (pro rata)

Person Specification

Experience and attributes	Preferred	Essential
Commitment to high standards of customer care		√
Experience of working in a coordination or administration role		√
Excellent written and verbal communication skills		√
Excellent IT skills and good working knowledge of Microsoft Office software		√
Proven ability to work quickly and accurately, with attention to detail		√
A belief in the power of music or the arts		√
Experience of working with children and families	√	
Confidence in a public-facing role		√
Excellent self-motivation, time management and personal target-setting skills		√
A commitment to equal opportunities		√
Ability to work in a team and have a flexible approach		√
Reliability, discretion and trustworthiness		√
Ability to multi-task, prioritise and work efficiently under pressure		√
Experience of working in an arts and/or education environment	√	
Experience of financial processing and using software such as Quickbooks	√	
Experience of line managing (a) colleague(s)	√	
Experience of dealing with customer enquiries in a professional manner	√	
Experience of producing electronic newsletters	√	
Experience of marketing events using social media and/or printed material.	√	

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 ExecDirector@gamusic.co.uk.

Deadline for applications: 5pm on Wednesday 14 February 2018

Interviews will take place at our Gloucester centre on Wednesday 21 February 2018 **NB.** if this date is not feasible for you, please call to see if an alternative time can be arranged.

Queries

Please contact Kirsty Winnan (Executive Director) or Glyn Oxley (Artistic Director) 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.