



Position	Music Administrator
Department	Music
Responsible to	Music Programme Manager
Salary	£30,000, pro rata
Location	St Martins, Trafalgar Square, WC2N 4HJ
Full-time/Part-time	0.6FTE, permanent
Role overview	To prepare printed materials for spoken word and music events, and to facilitate the running of the Diocese of Manchester Choral Scholar programme. To support with the administration of Come-and-Sing events and the Associate Choral Leadership programmes. To support the Music Programme Manager with preparation of programme copies for in-house concerts and offer other administrative support where required.

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;
- Musical research for Great Sacred Music and Choral Classics scripts;
- Keep the website updated with Great Sacred Music and Choral Classics events, and produce associated content for social media.
- Prepare printed materials for ad hoc external events where required

In-house Concerts

- Support the production of content for all in-house programmes, website, social media and mailings;
- Assist with the preparation and delivery of Saturday come-and-sing events (approximately 6-8 per year);

Sing My Soul Manchester 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, tracking scholar availability and absences, organising deputies where required.
- Supporting with the annual recruitment process of the Choral Scholarship programme, including social media promotion, auditioning and reference collection.
- Regularly ensure the Diocese of Manchester website is kept up to date and accurate
- Support with the setup of the Associate Choral Leader programme in Manchester, including advertising, promoting and auditioning where required

- Assist each Choral Leader with the administration and offer support where required for each of their individual projects

Chamber Choir

- Coordinate the St Martin's Chamber Choir including scheduling, availability, and auditions.
- Oversee the planning of trips and tours for the Chamber Choir (once every two years)

Website and Social Media

- Ensure in-house music pages on the St Martin's Website are up to date and accurate on a weekly basis
- Contribute to the creative development and improvement of our websites and social media pages
- Run the St Martin's Music instagram page and produce relevant content to go out multiple times a week

Events outside St Martin's

- Assist with the organisation of activity outside St Martin's e.g. choral groups trips and tours

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;
- Prepare music material for 'Pipeline' newsletter to go out weekly
- Support with the safeguarding and chaperoning of the Junior Choir
- Assist the Music Programme Manager with any administrative help they may need.

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;
- 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;
- 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 **Thursday 10th April** 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 take place on Wednesday 16th and Thursday 17th April. SMITF reserves the right to close and appoint to this role within the stated advertising period, and so advises early applications are submitted.