

## Scottish Ensemble – Role Profile

### SE Mission

To create exhilarating musical experiences that forge new connections between people, places and ideas

### SE Core Values

- 1) We believe that music is a highly flexible and collaborative art form that can and should make meaningful connections across repertoire, genre, form and discipline.
- 2) We want to create opportunities for musicians to explore and stretch their musicianship, creative and communicative skills, to ensure they are continually developing as artists and as ambassadors for music-making.
- 3) We believe that classical music can be as connected to current audiences, communities and artists as it is to its great, centuries-old traditions, but only when boundaries and conventions are reassessed.
- 4) We celebrate Scotland's diversity and create work to build strong connections across the length and breadth of the country, but also aspire to share our work with international audiences.
- 5) We are responsible global citizens who use resources in a socially and environmentally conscientious way.
- 6) We believe that technology can enable us to explore new artistic opportunities and to share our performances and creative learning work with as wide an audience as possible.

### Job Description

<b>Job Title</b>	<b>Administration and Marketing Assistant</b>
<b>Hours</b>	35 + evenings and weekends during touring projects as required
<b>Location</b>	CCA, 350 Sauchiehall Street, Glasgow G2 3JD
<b>Reports to</b>	General Manager and Marketing Manager
<b>Manages</b>	n/a
<b>Role purpose and role dimension</b>	An essential support role split 60/40 between general office administration and junior marketing responsibilities
<b>Key external contacts</b>	<ul style="list-style-type: none"><li>• SE audiences and stakeholders</li><li>• SE Friends, and Ambassadors</li></ul>
<b>Key internal contacts</b>	<ul style="list-style-type: none"><li>• Marketing &amp; Design Manager</li><li>• General Manager</li><li>• Chief Executive</li><li>• Projects and Development Junior Manager</li><li>• SE Board</li><li>• Artistic Director</li></ul>

<b>Financial dimensions</b>	Responsibility for petty cash and invoice systems
<b>Key areas for decision making</b>	Office and facilities management, in consultation with General Manager Data management, in consultation with Marketing & Design Manager

<b>Key Result Areas</b>	<b>Key Tasks</b>	<b>% of time</b>
<b>Office Management</b>	<ul style="list-style-type: none"> <li>• First point of contact in the office (phone and email)</li> <li>• Maintaining databases and filing systems</li> <li>• Overseeing basic office IT requirements and liaising with IT support provider</li> <li>• Processing incoming and outgoing post</li> <li>• Maintaining office diary and appointments</li> <li>• Maintaining office equipment, services &amp; stationery</li> <li>• Keeping the purchase day-book and processing all incoming invoices (including use of Sage software)</li> <li>• Administering petty cash</li> <li>• Ensuring the office space is clean, tidy, well-maintained and orderly</li> <li>• Implementing an Environmental Policy</li> </ul>	<b>20%</b>
<b>Marketing Assistance</b>	<ul style="list-style-type: none"> <li>• Supporting the Marketing &amp; Design manager with key administrative, data, distribution and content creation tasks</li> </ul> <p>This will include, but is not limited to, the following tasks:</p> <ul style="list-style-type: none"> <li>• Collecting and collating box office figures and reports</li> <li>• Proofreading all copy and marketing materials</li> <li>• Arranging and co-ordinating print distribution and direct mail campaigns</li> <li>• Maintaining national, regional and local press and media contacts/database</li> <li>• Updating content regularly on the SE website</li> <li>• Scheduling and generating regular social media and digital content, keeping SE's profile and presence at an appropriate level</li> <li>• Organising content for the SE blog</li> <li>• Tracking accuracy of content about SE on external websites</li> <li>• Organising, collating and evaluating Audience Surveys and audience feedback</li> </ul>	<b>40%</b>
<b>Support for all other staff</b>	<ul style="list-style-type: none"> <li>• Supporting all other office staff with administrative tasks as required</li> </ul> <p>This will include, but is not limited to, the following tasks:</p> <ul style="list-style-type: none"> <li>• Compiling guest lists for concert receptions, sending invitations, collating responses</li> </ul>	<b>30%</b>

	<ul style="list-style-type: none"> <li>• Front of House duties at concerts, including greeting guests, distributing tickets and programmes, selling programmes and CDs etc</li> <li>• As a small team, being part of on-tour support at venues and on the road</li> <li>• Music librarian duties including scanning parts and maintaining an online music library</li> <li>• Correspondence on behalf of the Chief Executive and General Manager</li> <li>• Tracking and claiming gift aid on donations</li> </ul>	
<b>Board</b>	<ul style="list-style-type: none"> <li>• Organising, attending and minuting all SE Board meetings and sub-committee meetings</li> </ul>	<b>10%</b>

## Person Specification

<b>Essential knowledge</b>	<ul style="list-style-type: none"> <li>• Educated to degree level (or equivalent experience)</li> </ul>
<b>Desirable knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the cultural sector in Scotland</li> <li>• Website administration and content management systems</li> <li>• Simple book-keeping knowledge an advantage</li> <li>• A passion for classical music</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>• An organised approach to work and attention to detail</li> <li>• Advanced MS Office skills</li> <li>• First-class communication and interpersonal skills</li> <li>• Good telephone manner</li> <li>• Excellent and demonstrable writing skills</li> <li>• Flexible attitude and willingness to work as part of a small busy team</li> <li>• Diplomacy and discretion</li> <li>• Ability to work under pressure and prioritise</li> <li>• Ability to build positive and constructive relationships with internal and external contacts</li> </ul>
<b>Desirable skills</b>	<ul style="list-style-type: none"> <li>• Skills in Photoshop and/or InDesign</li> <li>• Ability to read music an advantage</li> <li>• Full UK driving licence an advantage</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 1 year's experience of working in an office environment</li> <li>• Demonstrable experience of database maintenance and management</li> </ul>
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an arts organisation in a support role or internship an advantage</li> </ul>
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>• Applicants must be able to attend concerts and events across Scotland outside of normal working hours as required by the company's touring schedule</li> </ul>