

## **Ulster Youth Orchestra**

### Job description

**Title:** **Administrator (part-time)**  
**Responsible to:** **General Manager and Board of Directors**  
**Salary:** **Circa £20,000 (pro rata)**

#### **Background**

The Ulster Youth Orchestra is a registered charity, governed by a board of directors. It was established in 1993 in a partnership between the Arts Council of Northern Ireland and the five Education and Library Boards, now the Education Authority, and since then has become a vibrant and creative force in the musical life of Northern Ireland.

Its raison d'être is to provide unique opportunities for outstanding young musicians, between the ages of 14 and 23. The main activity is a summer residential course with public concerts, when professional tutors, conductors, soloists and a team of welfare staff come together to provide a motivating, challenging and inspiring experience of the highest quality.

#### **Purpose of the job**

To provide administrative support to the General Manager in all areas of the orchestra's operations, ensuring that the organisation runs in an effective and efficient way.

#### **Main responsibilities and duties**

1. To carry out day-to-day administrative tasks and record keeping as required by the General Manager and Board of Directors.
2. To maintain records of contacts including players, supporters and artists.
3. To deal with enquiries from players, parents and other individuals/organisations.
4. To assist the General Manager in all aspects of organising auditions, residential courses and other education and outreach events.
5. To attend all UYO events as above.
6. To act as orchestral librarian and co-ordinate the distribution of music to audition panels, tutors and players.
7. To assist the General Manager in general fundraising and grant applications.
8. To assist the General Manager in all areas of marketing, publicity and press relations.
9. To deputise for the General Manager as and when required.

### **Personnel specification**

<b>Educational and Professional Qualifications</b>	<i>Essential</i>	Educated to graduate level.
	<i>Desirable</i>	Degree in Music or Arts Management  Experience as an orchestral musician
<b>Previous Experience and Training</b>	<i>Essential</i>	At least one year of arts administration experience  Experience of applicable software packages (Word, Excel, Access, Outlook) and mail merges.  Working knowledge of events management
	<i>Desirable</i>	Experience of website maintenance and administrating social media platforms.  Experience of working as an orchestral librarian  Experience of fundraising and grant applications  Experience of financial record keeping
<b>Inter-Personal Skills</b>	<i>Essential</i>	Evidence of the ability to communicate effectively both verbally and in writing  Evidence of ability to work effectively and sympathetically with young people
<b>Other Factors</b>	<i>Essential</i>	Access to car or a form of transport that will enable the applicant to meet the requirements of the post in full

### **Terms and Conditions**

The workload of the administrator fluctuates over the course of the year. Therefore the successful candidate will be offered a fixed hours contract of 804 hours per year. It is envisaged that this will equate to approximately 12 hours per week for 42 weeks and 30 hours per week for 10 weeks (mostly during July and August). The hours of work will be flexible (subject to agreement with the Board and General Manager).

### **Applications**

To apply for the position of Administrator please email [manager@uyo.org.uk](mailto:manager@uyo.org.uk) for an application form.

The closing date for applications is 4pm on **Wednesday 25<sup>th</sup> September 2019**.

Interviews to be held on **Thursday 10<sup>th</sup> October 2019**

Position start date: **ASAP**