

HULL PHILHARMONIC SOCIETY

JOB DESCRIPTION

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Job Title	General Administrator
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<b>Working Arrangements</b>
<p><b>Working Arrangements:</b></p> <p>The Society is facing a period of substantial change and is establishing two roles to provide it with robust operational and administrative support. One will specialise in the administration requirements which are concert-specific, the other specialising in those which relate to the general day-to-day operation of the Society. It is intended that the people holding the two roles will work together as a team and be prepared to cover for each other across the combined range of duties. This may include covering for the Concert Administrator during concert week.</p>

<p><b>Purpose:</b></p> <p>The purpose of the role is to provide comprehensive administrative support to the Hull Philharmonic Society.</p> <p>The role will be responsible for a broad range of administrative tasks, e.g. the handling and direction of queries, maintenance of records, acting as first point of contact for the Executive Team, co-ordination of projects and activities.</p> <p>The role will provide comprehensive support to the Society's Executive Committee and its associated working groups. This will include maintaining a schedule of all meetings and the preparation and circulation of agendas and minutes for them.</p> <p>There may will be a degree of flexibility to the weekly/monthly hours due to the variation in the patten of activities. Hours of work required will fluctuate on a weekly basis, and will be on average around 5 hours/week.</p>
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### **Key Responsibilities and Accountabilities:**

Provide comprehensive administrative support to the Musical Director, Chair and Executive Committee of the organisation.

Executive Committee: arrange meetings, venue and admin support as well as attend and present Administrators Report. Minute the meetings.

Concert Programme: Liaise with the designer and printer. Collate and edit/proof-read the programme content. Approach potential advertisers in the programme and set the advertising rate in consultation with the Treasurer and ensure collection of advertising revenue.

Posters and Flyers: Arrange for print and distribution as well as liaising with MAPA PR when necessary regarding PR information required.

### **General Admin duties:**

Website: Maintain the Society's website in liaison with MAPA PR to ensure that the content of the website remains current and that concert listings are correct.

Orchestra Members and Friends of the Society: Maintain the information database as well as ensuring it meets with current UK General Data Protection Regulations (UKGDPR).

Other Supporters: Maintain the database as above.

Newsletters and information packs: produce and distribute to Orchestra members and 'Friends' as required (in co-ordination with the Honorary Secretary and the Friends Secretary. Liaise with Executive Committee members regarding production/distribution of other documents/bulletins ie. 'Music Notes', feedback reports etc.,.

Funding Applications: Assist in identifying relevant funding initiatives. Participate in writing, submitting and following up applications as required (following agreement from the Chair).

Hull History Centre archives: Collate and periodically deposit the Minutes from the Executive Committee meetings and other official documentation to the Hull Philharmonic Society archive.

Past Members: Arrange and distribute full season complimentary tickets to past members of the Orchestra and 'Friends' as agreed with the Executive Committee.

### Database Development

Bringing together all the sources of information about the Society's activities to produce an integrated database that then can be used for marketing purposes

Identifying gaps in the information currently collected and developing ways of gathering them and using them within the database

## **Knowledge, Skills, Training and Experience:**

### **Essential:**

Experience of providing administration support in at least one organisation.

Ability to work as part of a close team.

Be organised, with the ability to prioritise own workload effectively, co-ordinate activities and conflicting demands to ensure any deadlines are met.

Effective written and verbal communication skills as well as the ability to work well with a range of people at all levels.

Proficient computer literate skills with experience of office software packages (ie. Word, Excel and Powerpoint).

Must be able to ensure that the Society's website is kept refreshed with new information, and re-organised from time to time.

Ability to research, gather, collate and present information as and when required.

Ability to use own initiative with minimal supervision and deal with routine queries as they arise, escalating with others as necessary.

Strong attention to detail and adherence to reasonable deadlines.

### **Resilience:**

Remains calm and unruffled under occasional pressure. Copes effectively with varied workload and some unsociable hours.

### **Professional and Industry Knowledge:**

A track record of sourcing and drafting funding applications is desirable

Knowledge of relevant Health and Safety Guidelines as well as Child Protection policies.

An appreciation and understanding of the history and ethos of the Hull Philharmonic Society and Orchestra.

An interest in classical music and music education, would be advantageous, though not essential.

Flexibility to work through a period of change in the life of the Society.