



The General Administrator will be responsible for the tasks which relate to the general day-to-day operation of the Society. It is intended that the person holding the role will work together as a team with the Concert Manager and be prepared to cover for them if necessary.



Salary £14.50 per hour

Hours average 5 hours per week incl some weekends

Purpose

The purpose of the role is to provide comprehensive administrative support to the Hull Philharmonic Society. The role will be responsible for a broad range of administrative tasks. 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.

There may be a degree of flexibility to the weekly/monthly hours due to the variation in the pattern of activities, with workload increasing in the run up to tri-annual concerts. Hours of work required will therefore fluctuate on a weekly basis but will average around 5 hours/week.



Key Responsibilities and Accountabilities

- Provide comprehensive administrative support to the Musical Director, Chair, and Executive Committee of the organisation.
- Orchestra management: create and distribute the orchestras yearly forms and information on Canva; liaise with the Treasurer to organise the collection of subscription payments; maintain up-to-date Outlook distribution lists and personal data spreadsheets; compose and distribute concert feedback forms and collate the information to present to the Executive Committee; book rehearsal rooms; organise orchestra 'away days.'
- Executive Committee: liaise with Chair to arrange AGM, Executive Committee, and administrative team meeting dates; book all meeting venues; attend and minute meetings, distributing agendas and minutes; maintain up-to-date information on Executive Committee members for the Charity Commission.
- Concert support: Proofread the programme and provide content where appropriate; approach or respond to potential advertisers in the programme and set the advertising rate in consultation with the Treasurer and ensure collection of advertising revenue.

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).
- **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.
- **Funding Applications:** Assist in identifying relevant funding initiatives. Participate in writing, submitting and following up applications as required (following agreement from the Chair); maintain Hull History Centre archives by collating and periodically depositing concert programmes and posters.
- **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

It is essential that the candidate has/is:

1. Experience of providing administration support in at least one organisation.
2. The ability to work as part of a close team.
3. Organised, with the ability to prioritise own workload effectively, co-ordinate activities and conflicting demands to ensure any deadlines are met.
4. Effective written and verbal communication skills as well as the ability to work well with a range of people at all levels.
5. Proficient computer literate skills with experience of office software packages (i.e. Word, Excel, and Outlook).
6. The ability to ensure that the Society's website is kept refreshed with new information, and re-organised periodically.
7. The ability to research, gather, collate, and present information as and when required.
8. The ability to use own initiative with minimal supervision and deal with routine queries as they arise, escalating with others as necessary.
9. Strong attention to detail and adherence to reasonable deadlines.
10. Clear understanding of GDPR, Health and Safety, and Safeguarding practices.

It would be desirable if the candidate has/is:

- Proficient use of software such as Mailchimp, Canva and open-source CMS' such as, but not necessarily including WordPress or Square Space.
- Experience in the arts sector, ideally classical music, and has some knowledge of best practice within this field.
- A track record of sourcing and drafting funding applications.

Personal qualities

Our ideal candidate would bring a positive outlook with a desire to create lasting positive changes. He or she can remain calm under occasional pressure, coping effectively with varied workload and some unsociable hours. Our ideal candidate has an appreciation and understanding of the history and ethos of the Hull Philharmonic Society and Orchestra, as well as an interest in classical music and music education. He or she enjoys working flexibly as part of a team, most of whom give up their time voluntarily around other work and life commitments.

If you have any further queries, please email admin@hullphilharmonic.org.