

Administration and Marketing Coordinator

Recruitment Pack

<u>Responsible and reports to:</u>	Acting General Manager (AGM)
<u>Duties:</u>	General administration and communication
<u>Hours of work:</u>	0.8 FTE (28 hours per week) flexible as agreed. Depending on projects and concerts, occasional evening and weekend working will be required.
<u>Salary:</u>	£20,000 (based on £25,000 per annum pro rata)
<u>Base:</u>	Red Note Ensemble has its offices at Summerhall, 1 Summerhall Place, Edinburgh EH9 1PL
<u>Remote working:</u>	The team works flexibly with a hybrid office/home structure, with one or two days per week in our office in Edinburgh.
<u>Period of contract:</u>	Fixed term contract for 1 year from Wednesday 21 st August 2024 (with a possibility for extension). <i>The post holder must be flexible to respond during busy times, particularly from 22nd to 26th October for our participation at soundfestival in Aberdeen.</i>

Key dates:

- Deadline for applications: Thursday 4th July, 5pm
- Interviews: Between Monday 15th July – Wednesday 17th July, to be held in Summerhall or online. We will try to accommodate a time that is most suitable for you.
- Start Date: Wednesday 21st August 2024

About Red Note:

New music enriches the life of Scotland, and creating, developing and performing new music contributes directly to the growth and development of a diverse, dynamic, innovative and inclusive Scottish culture. This is Red Note's mission since 2009, and we lead by example as Scotland's, and one of Europe's, premier contemporary music ensembles.

We perform the established classics of contemporary music, commissions new music, develops the work of new and emerging composers and performers from Scotland and around the world, and finds new spaces and new ways of performing contemporary music to attract new audiences

We are now looking for a highly motivated Administration and Marketing Coordinator to join our team.

JOB DESCRIPTION

Short Description:

This is a part-time temporary position for an Administration and Marketing Coordinator in a key role, supporting Red Note's general and project administration, as well as its marketing activities.

Main duties:

To support the Acting General Manager in general project management and project administration, and to coordinate Red Note's marketing activities.

The successful candidate will have at least 1 year of experience or proven ability in several of the key responsibilities.

The Administration and Marketing Coordinator role sits at the heart of the organisation and requires a positive attitude towards problem-solving and acute attention to detail. Red Note's administration is a small, hard-working team and we are looking for someone who is supportive, well-focused and has the initiative and energy to adapt to new situations.

Role and responsibilities:

General Administration:

- Support day-to-day administration within the office
- Assist with office management
- Support project administration
- Maintain planning and address data
- Assist with collecting statistics
- Organise score and music distribution and filing
- Draft and distribute projects schedules
- Arrange travel and accommodation for artists and staff in liaison with partners and venues
- Record carbon emissions and support AGM in implementing Red Note's environmental strategy

Administration - Working with Communities:

- Support the Working with Communities director with scheduling sessions and community tours
- Coordinate logistics for planned sessions and tours

Marketing:

- Coordinate Red Note's marketing strategy
- Manage Red Note's website (Wordpress)
- Manage social media channels including planning and scheduling regular content, creating content, monitoring audience engagement
- Produce regular newsletters (Mailchimp)
- Coordinate marketing activities with partners and presenters
- Hire and liaise with freelancers e.g videographers, photographers, printers.
- Design annual reports and projects specific content (CanvaPro and/or Affinity Suite)
- Manage Red Note's PR
- Maintain database in accordance with GDPR

PERSON SPECIFICATION

We are looking for someone...

Who is:

- Well-organised, with an ability to manage a varied workload and meet deadlines
- Able to work efficiently under pressure
- Accurate, with excellent attention to detail
- Interested in, understands, and can commit to Red Note's values
- Resourceful and proactive
- Able to work both independently and as part of a close-knit team
- Keen to develop their skills and undertake training as required
- Able to attend concerts and events outside of normal working hours and travel as required

Who has:

- An interest in arts administration and marketing with at least one year's experience in a similar environment or proven ability in several key responsibilities.
- Excellent organisational skills and attention to detail.
- Excellent verbal and written communication skills.
- Excellent computer literacy: Microsoft applications, cloudbased software, online meeting tools, live-streaming platforms, content management systems, design tools.
- Excellent interpersonal skills
- The right to work in the UK

And who might have (desirable):

- Knowledge of the Scottish contemporary music scene.
- Interest in the environment and sustainability.
- A full clean driving licence.

The post has a requirement of 28 hours a week. The post holder must be flexible to respond during busy times, particularly from 22nd to 26th October for our participation at sound *festival* in Aberdeen. The post-holder must be prepared to work out of office-hours on a flexi /'time off in lieu' arrangement.

HOW TO APPLY

To apply please send a CV and a short cover letter (1 page max), or a video or audio recording of no more than 5 minutes, to sarah@rednoteensemble.com . Your application should detail your interest and suitability for the role in line with the person specification.

Please include the name and contact details of two referees, one of these should be your most recent employer.

The closing date for applications is **Thursday 4th July 2024, 5pm**. Late applications will not be accepted under any circumstances.

Red Note is committed to a fair recruitment process, and as part of it, all applications will be anonymised before shortlisting occurs.

All applicants must also complete an anonymous **Equal Opportunities Monitoring form**. This will help Red Note Ensemble to better understand the reach and fairness of our recruitment process.

Please [CLICK HERE](#) to access and complete the monitoring form.

Equal Opportunities and Access:

Red Note is committed to creating a team that reflects the diversity of lived experience in our society. We actively encourage people who are underrepresented in the arts to apply for jobs at Red Note Ensemble by creating an inclusive culture and ensuring staff have the right equipment and software to deliver their role. We welcome conversations about how we can make new staff feel comfortable, including about working patterns and styles.

Support with making your application:

If you have any questions that aren't covered here, if you have technical difficulties or have any access requirements, we can support you with the application process. Please email Sarah Mills on sarah@rednoteensemble.com with your question and she will reply to you with the required information.

If there is another format that would support you to do your best application then please get in touch via sarah@rednoteensemble.com and we will work with you to try and make it possible.