

# Sound and Music

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## Job Description

|                              |  |
|------------------------------|--|
| <b>Title of Post:</b>        | Executive Administrator                          |
| <b>Contract &amp; hours:</b> | Permanent contract, Full Time (5 days a week)    |
| <b>Location:</b>             | London   |
| <b>Salary:</b>               | £23,200-26,000 pro rata, depending on experience |
| <b>Reporting to:</b>         | Co-Head of Artist Development                    |
| <b>Created:</b>              | June 2022  |

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## 1. General Information

This role involves varied work focussed on the smooth running of Sound and Music and its activities. Reporting to one of the Co-Heads of Artist Development, the Executive Administrator works closely and collaboratively with other members of the Sound and Music team to support core organisational functions including: arranging and co-ordinating logistics of internal and external meetings; dealing with external enquiries; managing relationships with external providers such as for IT, office equipment, and with the office landlord (Oxford House). A key part of the role involves providing administrative support to the Chief Executive, the (non-executive) Chair, and the Board of Sound and Music, including attending and minuting Board and Finance Sub-Committee meetings.

The Executive Administrator will gain a wide range of experience working with the Sound and Music team, composers and artists, members of the public and partners, as well as make an essential and valued contribution to the successful delivery of Sound and Music's creative programme.

Sound and Music is moving to a hybrid working model with a mix of in person and remote working, however this role is predominantly office-based at Sound and Music's office in London.

The post holder will support Sound and Music's commitment to equality, diversity, and inclusion, contributing to a culture of respect and collaboration in the organisation's internal and external activities.

First round interviews will take place on Wednesday 10 and Friday 12 August on Zoom and a smaller number of candidates will be seen for a second round, taking place on Zoom.

## **2. About Sound and Music**

Sound and Music is the UK's national organisation for new music, and a charity. Our vision is to create a world where new music and sound prospers, transforming lives, challenging expectations and celebrating the work of its creators.

Our mission is to maximise the opportunities for people of all ages to create and enjoy new music.

The creative programme for Sound and Music makes a unique and distinctive contribution to the arts in the UK. We are a National Portfolio Organisation of Arts Council England.

Sound and Music is an equal opportunities employer. We are committed to making recruitment and employment at Sound and Music inclusive and accessible. We particularly welcome applications from backgrounds that experience racism, and/or who are disabled or neurodiverse, to whom we will offer an interview if you meet the essential criteria for the role (see section 5).

[www.soundandmusic.org](http://www.soundandmusic.org)

[www.thesampler.org](http://www.thesampler.org)

[www.britishmusiccollection.org.uk](http://www.britishmusiccollection.org.uk)

[www.minuteoflistening.org](http://www.minuteoflistening.org)

<https://listenimaginecompose.com/>

<https://gocompose.soundandmusic.org/>

## **3. Key Responsibilities**

Office administration

- Be the first point of contact for the organisation, including answering the phone (when in the office), dealing with email enquiries and ensuring messages are passed to appropriate colleagues; and maintaining a front line/reception function for Sound and Music including meeting and greeting external parties

- Be responsible for the day to day running of the office, including being responsible for office equipment, liaising with Sound and Music's IT and office suppliers and Oxford House to troubleshoot technical issues, maintaining supplies of stationery and refreshments
- Day to day liaison with Sound and Music's landlord, Oxford House
- Oversee the presentation / housekeeping of the front of house environment to ensure that meeting rooms and public areas are clean and tidy at all times

#### Team administration

- Work with the Finance Manager to help maintain the smooth working of payment and finance systems
- Chair the weekly Team Meeting and associated administration: keeping the Team Meeting forward planner up to date, taking minutes for team meetings and other relevant meetings; also within formal meetings as requested though Senior Management Team
- Oversee the Opportunities page on Sound and Music's website and liaise with the Co-Heads of Artist Development to ensure all submissions follow the [Fair Access Principles](#)
- Work with the Audience and Insight Executive to ensure Sound and Music's Equal Opportunities Monitoring data is collected and evaluated
- Support Sound and Music's internship programme

#### Programme support

- Provide practical and administrative support to the delivery of Sound and Music's programme, in particular in establishing systems and processes to maximise the smooth working of the team
- Attend Artist Development and Audience Engagement team meetings
- Build and maintain effective working relationships with colleagues, artists, partners and freelancers
- Act as lead co-ordinator supporting Sound and Music's work with the British Section of the International Society for Contemporary Music (ISCM)
- Manage the administration of the Francis Chagrin and George Butterworth Awards
- Build web pages on Sound and Music's website including for news items and composer calls
- Be the first point of contact for enquiries relating to the British Music Collection; co-ordinate British Music Collection management meetings; contribute to the administration and updating of the British Music Collection website and associated platforms
- Support Sound and Music's education work including for the Summer School

#### Supporting the Chief Executive

- Arrange Board and Finance Sub-committee (and any other Board working group) meetings and all attendant logistics, including venue and/or online arrangements, refreshments, invitations, clear access instructions, and contact information
- Attend and minute all such meetings to a high standard appropriate for corporate governance, and support the Chief Executive with the preparation and dissemination of governance papers, to a high standard of presentation
- Maintain the Board and Finance Sub-committee forward planner, register of attendance, and record of time served including when board members need to stand for re-election or resign on completion of a term

- Provide HR support to the Chief Executive, including support with recruitment processes of staff and Trustees, maintaining of records of staff contracts, and personnel files
- Update Sound and Music's policies as required, and liaise with colleagues to ensure these are maintained

#### Other support

- Contribute to income generation activity, organisational archiving, the implementation of CRM (Customer Relationship Management) systems and audience facing communications
- Positively represent Sound and Music at events as required outside working hours
- Provide administrative support to other areas in the organisation as agreed with your line manager

### **Common responsibilities for all Sound and Music employees**

- Be a creative contributor to the development of the organisation and its relationship to the sector
- Take a flexible approach to work and to be willing to undertake other duties as reasonably requested
- Be an active and positive advocate for Sound and Music on a day-to-day basis and at events (as required)
- Contribute to the organisation's understanding of equality, diversity and inclusion; its implications for the arts; and how it informs all the organisation's decision-making
- Ensure adherence (at all levels) to the organisation's required policies and procedures with particular reference to Employment Rights, Equal Opportunities, Data Protection and Privacy, and Health and Safety and other statutory requirements
- Lead by example by exemplifying the values of the organisation and adopting quality internal processes which adhere to agreed procedures and are compliant with good governance as set by the Board
- Feel ownership of the website and take responsibility for generating and servicing content where it relates to your area of work
- Provide excellent customer service in dealings with the public and Sound and Music's community
- Work in the best interests of artists, arts organisations and audiences throughout the country

## **4. Selection Criteria**

Applicants will be shortlisted and selected for interview on the basis of the following essential criteria:

- A passion for Sound and Music's vision and mission
- Proficiency in using IT systems and software including MS Office applications, digital platforms, e-communications and social media
- Ability to work independently, using judgement to solve problems pro-actively
- Ability to work collaboratively as part of a team, with a positive attitude towards work and tasks
- Excellent organisational and prioritisation skills, attention to detail, and ability to work with a high degree of accuracy
- Concise and clear communicator to diverse audiences, both in writing and verbally
- Demonstrable commitment to equality, diversity and inclusion

Your application will be scored against these criteria and the highest scoring applications will be invited to interview. However, we recognise that many people have faced barriers to opportunity and experience due

to racism, being disabled and/or neurodiverse or for socio-economic reasons. If this applies to you then there is a voluntary question in the application form for you to disclose this information, and if you meet the essential criteria then you will be invited to interview.

The selection panel will not see your personal details unless you are invited to interview.

## 5. How to apply

Please apply by completing this application form <https://airtable.com/shrAYxSQJxbXiA7Gi>

There are no word count limits but please try to be as concise as possible – a maximum of 300 words per question as a guideline.

Please let us know if you would like to submit your application in another format.

The application form includes the following questions:

- What attracts you specifically to joining this organisation and role, and why is this the right next step for you?
- Paying attention to the responsibilities of the role (section 3 of the job description), tell us about your relevant experience to date (including transferable experience)
- What IT systems, software, digital and social media platforms, and e-communications do you have experience of using?
- When have you acted as a friendly point of contact for an organisation?
- Can you give an example of when you have needed to manage multiple priorities, and how you ensured you delivered to a high standard and on time?
- Can you give an example of where you have had to work as part of a team, and what your specific contribution was?

## 6. Timeline, interview process and panellists

**Please check Sound and Music’s website for the most up-to-date information about timings.**

|                                |   |
|--------------------------------|---|
| Tuesday 26 July                | Deadline for applications                                   |
| Friday 5 August                | Applicants will hear whether they are invited for interview |
| Wednesday 10 /Friday 12 August | First round interviews                                      |
| Wednesday 17 August            | Second round interviews                                     |

Interviews will be on Zoom with Hannah Bujic, Sound and Music’s Co-Head of Artist Development, and another member of the Sound and Music team.

All applications will be treated in the strictest confidence.

If you have questions about the role or the process, please contact Wendy Attewell, Sound and Music’s HR consultant, on [wendy.attewell@soundandmusic.org](mailto:wendy.attewell@soundandmusic.org).

