

Leeds Lieder Administrator

Job Description

JOB TITLE: Administrator

REPORTING TO: Director

HOURS: 21 per week (0.6 FTE)

LOCATION: Leeds City Centre

SALARY: £12,000 - £13,200 per annum (£20,000 - £22,000 per annum pro rata FTE)

CONTRACT: Initially twelve months fixed-term (with potential for extension), subject to satisfactory completion of a six-month probationary period

Leeds Lieder is a registered charity (no 1105803). It was founded in 2004. Based in Leeds, it presents an annual festival of song, and a year-round programme of recitals at various venues in the city. It aims to introduce art-song to an ever wider audience, to inspire young people and others to appreciate song, and to sustain the tradition of song writing through the commissioning of new work.

JOB SUMMARY

This is an important post which is responsible for the day-to-day organisation of Leeds Lieder. Reporting to the Director, Joseph Middleton, the purpose of the role is to work as part of the Leeds Lieder team and provide a high-quality service to the needs of the organisation. This is a key role which carries a wide range of responsibilities and requires a high degree of accuracy and attention to detail.

The person appointed will run the Leeds Lieder office, performing a range of administrative duties, which will include (but not be limited to):

- Supporting the Director in the planning and management of the annual festival and of the year-round season of concerts and other events
- Supporting the part-time, freelance Marketing Manager in dealing with publicity and maintaining a social media presence, and in maintaining and updating the Leeds Lieder website, ensuring listings are accurate and up-to-date
- Liaison with artists, agents and venues
- Supporting and minuting meetings of the Board of Trustees
- Supporting the Treasurer in the preparation of regular accounts, including routine data entry and Charity Commission returns together with Gift Aid matters.
- Supporting the Administrator of the Friends of Leeds Lieder in the operation of the Friends scheme
- Supporting the part-time, freelance Learning and Participation Manager in liaising with schools and projects staff.
- Supporting the Fundraising Consultant in the preparation of funding applications and reports to funders

- Updating the database and conducting searches on it
- General administration: phone calls, filing and routine correspondence
- Maintaining, monitoring and reviewing all files held by the organisation, including the input and retrieval of information, as and when required

JOB REQUIREMENTS

The person appointed should:

- be qualified to degree level, or be able to demonstrate significant job experience in the music or arts sector
- have a high level of literacy and numeracy
- be computer literate and experienced in using Excel, Wordpress, Word, Access and Outlook
- demonstrate competency in budget management
- have excellent interpersonal and communication and organisational skills
- be a self-starter, used to working independently and to tight deadlines, and also be a good team worker
- have an interest in classical music. Knowledge of the art-song repertoire and of artists working in that field would be a distinct advantage.

FURTHER INFORMATION

The post requires attendance at Leeds Lieder events, most of which take place in the evening during the concert season, and throughout the annual Festival, and for which time off in lieu is granted.

There may be a degree of flexibility in the weekly hours, which could to an extent be tailored to fit the other commitments of the post holder. They may also, with the post holder's agreement, be subject to 'averaging' to deal with the natural peaks and troughs in the organisation's pattern of activities.

The post holder will be auto-enrolled in the company workplace pension scheme with 1% employer contribution.

The post holder will be entitled to 17 days paid holiday per annum (28 days per annum pro rata FTE) in addition to Bank Holidays.