

JOB DESCRIPTION

Job Title:	Choral Music Administrator
Department / Unit:	Music
Grade:	3
Accountable to:	Director of Choral Music
Purpose of the Post	
To assist the Director of Choral Music with the general management of the choral activities, routine administrative tasks and to assist in the promotion of the choir.	
Key Tasks	
<p>The main responsibilities of the post are:</p> <ul style="list-style-type: none"> • Update and manage the choir website to use it as a promotional tool. • Managing routine financial matters including processing invoices, and handling cash. • Manage the stock of choir CDs and the selling of them. • Manage any library / hire material, taking responsibility for distribution to chorus members as well as the return of material to the lender in due time. • To assist the Director of Choral Music in various routine administrative tasks mostly relating to ordering music, filing and photocopying. • Assist with the administration of the recruitment of choral and organ scholars • Liaise with the choral and organ scholars, managing their accommodation needs and other related administrative matters. • Act as fixer for weddings, funerals and commercial events. • Attend meetings as required. • Act as a concert manager for concerts on campus providing whatever assistance is required for the smooth running of the event. • Act as a concert/tour manager for external events, taking charge of administrative and logistical matter during an external event to ensure smooth running (in some cases it 	

may not be necessary to be present at the external event/tour as long as all matters have been arranged and delegated in advance)

- Assist in the promotion of the choirs, liaising with the College press office and other staff responsible for internal and external relations and promotion – this may include writing press releases. Also liaising with any external managements companies who may be representing the Chapel Choir.

Any other duties as required by the line manager or Head of Department that are commensurate with the grade. As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.

Additional notes:

It is anticipated that the core administrative tasks will constitute roughly two to three whole days per week during this three month interim and the exact hours can be flexible. The post holder will be equipped with a laptop and some administrative tasks may be managed from home. The post-holder will be required to attend some rehearsals, concerts and other events out of standard office hours – these hours are including within the flexible working week and the need to attend such events will be agree with the Director of Choral Music in advance.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.