JOB DESCRIPTION

Job title: JdP Assistant Manager

Hours of Work: 35 hours per week
N.B. Regular hours would be weekdays 09:00 to 17:00 (or 09:30 to 17:30 if preferred), although flexibility is required as you may need to work some evenings and weekends (especially during term). Time in lieu is agreed with your line manager.

Responsible to: The JdP Manager
The post holder will also need to work closely with the Artistic Director, the Director of College Music, the JdP Community and Education Coordinator, and maintain close contact with the Domestic Bursar’s office, Lodge and Buildings team.

Salary: c. £18,000      Start date: w/b 3rd September 2018 (interviews w/b 9th July 2018)

About the role:
The JdP (Jacqueline du Pré Music Building) seeks an energetic and committed individual, with experience of music administration/marketing, to join the JdP’s friendly and hard-working team. This might suit a music graduate or someone with an interest in music and the arts as well as good organisational skills. The successful applicant will have strong initiative, excellent communication skills, and a good knowledge of music and the arts. This important role encompasses day-to-day administration of the office along with box office and marketing responsibilities, as well as event organisation and supervision duties. With the Manager’s direction, you will contribute to the marketing and development of the JdP’s brand and help to raise its profile within its university setting at St Hilda’s College, locally in Oxford and more widely (regionally, nationally and internationally).

You will provide a reliable, friendly and welcoming administrative service to all users and potential users of the building as a music venue. These include College fellows and staff, undergraduate and graduate students of the college and the wider university, partner organisations, external music promoters and recording companies, and organisers of educational activities. You will be responsible for key JdP building and concert administration as well as important music marketing tasks, supporting the JdP Manager in the development of the professional concert series, new music events/workshops, community/education programme, student projects, DANSOX and other internal college events and much more.

The building is an extremely busy and vibrant place filled in term-time with musical activity alongside a variety of art, dance, community and internal college/academic events. With the addition of our new livestreaming initiative, the JdP Music Circle, an exciting and expanded upcoming season of professional concerts, new educational/family/community projects, fundraising/development activities and increased student/staff use, it is essential that we have an organised and committed individual to support the JdP Manager in the diarising, season planning, marketing and general administration of the building.
Main duties:

1. To work closely with the JdP Manager ensuring that the growing number of all internal users (students and staff), visiting artists (professional musicians) and external hirers (concerts, recordings and other events) are well provisioned.

2. To manage general booking administration including invoicing, contracts, PRS forms, filing and set-up of the hall and green room etc.

3. To be the initial point of contact for all enquiries about external use/hire of the building. To understand the building and its facilities and to be able to advise potential users about suitability; to show enquirers around the building if required.

4. To respond to booking enquiries from all sources, via phone, e-mail or letter. Check availability and provide initial confirmation of bookings to all users.

5. To act as a representative for the venue, maintaining good relationships with regular local and other external users of the building, making proactive enquiries of music promoters about their forward plans, and being alert to opportunities to promote the venue. Act as representative in established networks (e.g. the Oxford Music Network).

6. To maintain with the manager a complete diary of bookings of all the JdP facilities, as part of the SHC room and event booking system, ensuring that there are no clashes.

7. To issue contracts to external users for all confirmed musical events; to verify insurance provision of external users and keeping records of PRS and other important information.

8. To help produce, print and distribute marketing material and to be active on the JdP’s social media and marketing channels online. To upload vital concert information to various websites.

9. To organise ticket setup with our ticketing provider and, when necessary, allocate tickets for certain events that do not require our box office provider and keep track of numbers and guests.

10. To liaise with the Development Office on the JdP Music Circle calendar of events and keep track of members’ receptions.

11. To supervise events and look after artists and audience members when required, and undertake any other duties as required relating to events or the general running of the building in a professional, friendly and efficient manner.

This job description may be amended from time to time without changing the essential characteristics of the post.
PERSON SPECIFICATION

Essential:
- Efficient and reliable administrator with some experience in music/arts marketing
- Relevant IT skills (website management, word processing and spreadsheets)
- Experienced in customer care and front-of-house
- Strong communication skills (verbal and written)
- Responsive to the needs and concerns of students, staff and patrons
- Excellent attention to detail; ability to prioritise and multi-task
- Works well in a team or when alone on a task
- Must be able to think on one’s feet and use initiative

Desirable:
- Knowledge of classical and contemporary music
- Experience of organising arts events or activities
- Marketing and design skills
- Experience in arts fundraising
- Some experience in web design
- Some technical and AV knowledge (mixing, filming, editing audio or video etc.)

Please send your completed application form along with a covering letter explaining why you would be a suitable candidate for this role and how you meet the essential and desirable criteria listed above. Please also include an up-to-date CV and the recruitment monitoring form.

Applications should be sent by email to the JdP Music Building Manager:
Joel Baldwin, joel.baldwin@st-hildas.ox.ac.uk

or by post to:

The Jacqueline du Pré Music Building
St Hilda’s College
Cowley Place
Oxford,
OX4 1DY

Deadline for applications: midday on Monday 2nd July 2018

N.B. Interviews will take place the week beginning 9th July 2018. Please state in your covering letter whether you are unavailable for interview at any point during this week.

If you have any questions about the position or the JdP, please contact Joel by email or on +44 (0)1865 286668.