

a division of the Guildhall School

CYMT DEVELOPMENT ADMINISTRATOR

Job Description

Department	Centre for Young Musicians Taunton (CYMT)
Location	Richard Huish College, Taunton / home working
Reporting to	Head of CYMT
Responsible for	N/A
Salary & contract	Self-employed, 20 hrs p/w, 33 weeks per academic year pro rata in 2020-21, at hourly rate of £18.05

ABOUT CYMT & GUILDHALL YOUNG ARTISTS

Centre for Young Musicians Taunton (CYMT) is an exciting, vibrant, and accessible Saturday music centre based at Richard Huish College, Taunton.

Students aged 5 to 18, from a range of backgrounds, access 33 group workshops and bands, as well as individual tuition; all delivered by top music practitioners and industry professionals.

Personalised timetables fit the needs of each student. Every individual is nurtured to create, perform, improvise, and collaborate with peers at regular gigs, concerts, and other learning opportunities.

CYMT is part of a national under 18's network of 7 similar centres for under 18's which together form the Guildhall Young Artists division of Guildhall School of Music & Drama, London. Guildhall School has close links to Barbican Centre, Europe's largest art centre. <https://www.gsmd.ac.uk/>

ABOUT THE ROLE

The Development Administrator will play a central and varied role at the heart of the Centre providing administrative and development support to the CYMT team as we embark on an exciting period of growth.

The main purpose of the role is to provide both high quality administrative support and to develop excellent stakeholder relationships and communications with students, parents/carers, teachers, schools and a range of external organisations. The role will help increase the awareness key groups have of the centre and its' work to reach and positively impact more young people across Somerset and the South West.

We're seeking a dynamic, organised, and efficient individual, with extensive office management experience who can make an immediate contribution. Sales and/or marketing experience will be vital, as well as excellent communication and 'people skills'.

KEY RESPONSIBILITIES

ADMINISTRATION

- Be the first point of contact and answer day-to-day enquiries from parents/carers, tutors, members of the public, partners, and other stakeholders.
- Maintain and share as needed accurate and up-to-date records of students, tutors, timetables, attendance, instrument usage, fee/bursary support, background and progression data e.g. examination/performance experience, Friends of CYMT mailing lists etc.

HUMAN RESOURCES AND POLICIES

- To maintain and update staff/tutor and other confidential personal records e.g. attendance and safeguarding data. Find/assist in finding deputies from approved lists when tutors are unavailable.
- Work with the Head of Centre to ensure accurate attendance record of students, liaising with tutors for registers as appropriate.
- Maintaining up-to-date hard and soft copy records relevant to centre activities and national Guildhall School policy documentation e.g. staff and student handbooks, application forms, registration forms, DBS certificates, to enable smooth running of the Centre in the absence of key personnel.
- Work with the head of centre to ensure CYMT complies with all relevant Health and Safety, Data Protection and Regulatory legislation.
- Minuting of meetings such as the termly CYMT board meetings and other staff meetings.
- To conduct all activities taking account of Guildhall School's/City of London's Equal Opportunities policy, ensuring that all clients, contacts, students, and employees are treated fairly and with dignity and respect.
- Undertake any other reasonable duties as requested by the Head of Centre and senior Guildhall School staff.

ASSET MANAGEMENT

- To liaise with the host venue (Richard Huish College, Taunton) and those responsible for all accommodation used by CYMT.

FINANCE

- To work with the Head of Centre to ensure there is an accurate, up-to-date record of all invoicing of student fees and other income-generating activity.
- To liaise with the Head of Centre and Guildhall School to encourage prompt payment of student fees, and to highlight concerns regarding late payment.

MARKETING AND PROMOTION

- To assist in the production of a range of marketing materials including leaflets, course booklets, concert programmes and video content. (Please note the Centre works closely with Guildhall School marketing team)
- To work with the Head of Centre to develop a database of schools, other music education providers and organisations to promote and share opportunities offered by CYMT.
- To increase CYMT website and social media platform interactions and followers.
- To develop and deliver an in-person development programme with schools and other potential partners to promote the work of the centre and increase student numbers.
- To assist in delivering market insight activities and reports.
- To assist with the delivery of in-house concerts, Open Days, and other recruitment/promotional activities.

REMUNERATION

- The services are provided through a Contract for Services with City of London Corporation at the hourly rate of £18.05 for 2020-21 academic year.
- The post is for 20 hours per week x 33 weeks per year (11 per term) pro rata in 2020-21.

