

**JOB DESCRIPTION**

Job Title:	Administrator
Department:	Operations
Reporting to:	Operations Manager
Primary Location:	Working From Home
Principal Contacts:	Co-Founders Operations Manager
Working Hours	Full Time (35hrs per week with 1hr unpaid lunch break) Some evening & weekend will be required
Salary	£19,800-£23,500/annum.
Holiday Entitlement	28 days (including bank holidays)

Mission Statement:

Stay At Home Choir (SAHC) was founded in March 2020 by Tori Longdon and Jamie Wright, in response to the Covid-19 pandemic. Its primary aim is to provide a global platform for members of the public to connect with artists, and engage with high quality music making in a manner which is accessible and built around human connection.

Job Purpose:

To provide general administrative support to SAHC, working as part of a close knit team to ensure the successful day-to-day running of the choir.

Key Responsibilities/Accountabilities:

Day To Day Operational/Administrative Responsibilities

- Monitoring the email inbox (via Zendesk), and escalating emails as required.
- Monitoring all social media channels (Facebook, Twitter, Instagram)
- Responding to enquiries and correspondence through Zendesk (email)
- Replying regularly to messages and posts on FB, Instagram and Twitter and representing the SAHC.
- Scheduling, creating and uploading posts for social media, in conjunction with the senior team.
- Building and sending emails to the SAHC mailing lists using Send In Blue.
- Monitoring and maintaining membership lists in Send in Blue, and the website, to ensure that members are receiving the correct communications.

- Being available at varying days and times (agreed in advance) in order to accommodate our global membership.
- Using Slack to communicate regularly with the team, in addition to regular Zoom meetings.
- Creating, assigning and completing tasks using project management software.

Project-Specific Tasks

- Being involved with projects from inception to completion, following designated processes to ensure that deadlines are met.
- Creating rehearsals and other online events for members to attend, managing ticketing and scheduling.
- Maintaining the YouTube Channel, including uploading and managing videos.
- Regular involvement with the running of rehearsals and other online events on Zoom, providing co-hosting and technical support, managing attendees, breakout rooms, score/audio sharing and general assistance.
- Editing videos from rehearsals and events for uploading to the SAHC website, YouTube and social media.
- Liaising with artists & practitioners to organise additional content and events.
- Assisting with the creation, upkeep and regular updating of the SAHC website, building new pages/content, uploading resources, and undertaking maintenance as required.
- Amending scores and other resources as required, using ForScore or Adobe etc
- Creating teaser trailers, credit compilation and other video building and editing as required.

Person Specification:

	Essential	Desirable
Education	<ul style="list-style-type: none"> ❖ Evidence of competency in written and spoken English (GCSE, ESOL or equivalent) 	<ul style="list-style-type: none"> ❖ Qualifications in a music-related field
Knowledge	<ul style="list-style-type: none"> ❖ A good general knowledge of musical organisations ❖ Intermediate score reading, knowledge of musical terminology 	<ul style="list-style-type: none"> ❖ Understanding of vocal technique
Experience	<ul style="list-style-type: none"> ❖ Some experience in administration, and/or experience of 	<ul style="list-style-type: none"> ❖ Previous experience working with choirs

	<p>music/arts organisations</p> <ul style="list-style-type: none"> ❖ Experience of managing social media accounts 	<ul style="list-style-type: none"> ❖ Experience of project management tools, e.g. Toggl Plan
Technology	<ul style="list-style-type: none"> ❖ Basic experience of audio/video/photo editing E.g Canva, iMovie ❖ Zoom knowledge 	<ul style="list-style-type: none"> ❖ Experience with: Final Cut Pro, Premiere Pro, Photoshop or industry equivalents ❖ Wordpress
Interests	<ul style="list-style-type: none"> ❖ Music ❖ The creative industries 	<ul style="list-style-type: none"> ❖ Innovative approaches to music making involving technology
Personal Qualities	<ul style="list-style-type: none"> ❖ Ability to use own initiative, proactivity organisation and planning skills, attention to detail, flexibility and adaptability, creativity, honesty & integrity, good team player, reliability, accountability 	<ul style="list-style-type: none"> ❖ Strategic thinking, desire to develop and learn new skills
Circumstances	<ul style="list-style-type: none"> ❖ Flexible working required, including some evenings and weekends, varying on a week-by-week basis ❖ Remote working (good internet connection required) 	

To apply, please send a CV (no more than 2 pages) and Covering Letter (1 page only) to recruitment@stayathomechoir.com.

Please include in your letter:

- Examples of links to marketing work you have undertaken e.g. design work, copywriting, screenshots of social media posts (e.g. Twitter/Facebook/Instagram/TikTok)
- Details of two referees, (one of whom must be your most recent employer). Please indicate if you are happy for them to be contacted prior to interview.
- Details of your current notice period (if applicable)

Please also complete our [Equal Opportunities Form](#)

Application deadline: 27th December, 5pm

All applicants will be contacted w/c 4th January 2021 and successful candidates will be invited to interview by Zoom shortly afterwards.