



# PROJECT ADMINISTRATOR

Manchester Cameraata – Recruitment



## Manchester Camerata

---

We make music that **matters**. We make music for **change**.

Manchester Camerata is a small orchestra and team based in Manchester, which performs both nationally and internationally and does transformative projects for young people, schools and those living and working in care homes.

Be it opening Glastonbury festival in front of 40,000 people or working intimately in care homes with people living with dementia, we believe in the transformative and connecting nature of music. That connection drives us, and we work with the best creative talent to make this happen.

## About the Role

---

Manchester Camerata is looking for an enthusiastic and organised individual to coordinate our Community programme. Focusing predominantly on Camerata's schools' projects, you will work in partnership with a variety of organisations to coordinate activity with schools, music hubs and youth clubs. You will oversee Camerata in the Community training programmes for teachers and youth leaders, creating resources when required. The role will sometimes extend to working with older people in our Music in Mind programme for people living with dementia and their carers in intergenerational projects.

You will work closely with members of the orchestra and freelance practitioners to ensure projects are delivered to a high standard and are responding to the needs of the participants. Passionate about participatory arts, you will be able to manage your time effectively and work with people from a range of backgrounds to deliver high quality projects that respond to the needs of participants.

Manchester Camerata is committed to equal opportunities and diversity in its workforce and welcomes applications from all sections of the community.

## Job Description

---

<b>Job Title:</b>	Project Administrator
<b>Reports to:</b>	Head of Community
<b>Works alongside:</b>	Community Team

---



## Key Responsibilities

---

### Project Management and Administration

- Act as the main point of contact for practitioners delivering Camerata's Community projects, regularly attending workshops and performances
- Liaise with all project partners with regards to the planning, delivery and evaluation of projects, attending joint meetings and events
- Liaise with participants to provide them with full details of the project and organise transport to venue(s) as required
- Create project information such as overviews and timetables
- Book venues and liaise with venue staff
- Book practitioners as required for each project
- Issue contracts, schedules and other relevant information to practitioners
- Lead project planning meetings
- Ensure practitioners have appropriate equipment and materials to deliver projects
- Liaise with Manchester Camerata's Concerts team to coordinate performances by participant groups with the orchestra
- Oversee Community training programmes for care staff and teachers, creating resources such as information packs as required
- Maintain and update accurate project budgets
- Add items to the Manchester Camerata database, updating contact details and recording payment information for each workshop

### Marketing and Evaluation

- Collate information about Camerata in the Community projects to raise awareness amongst the organisation and to Manchester Camerata's wider stakeholders
- Liaise with Manchester Camerata's marketing team to create promotional material, such as flyers and posters, to advertise projects
- Profile projects on social media
- Update the Head of Marketing and Communications with project information
- Gather photo, video and audio permission from project participants as required
- Ensure the overall quality of projects by collecting feedback from participants, practitioners and audience members
- Gather equality and diversity monitoring information for reports to funders

### Other

- Attend networks, events and conferences to keep abreast with local, national and international agendas in arts & health and cultural education
- Represent Manchester Camerata at events, networks and conferences as required by the Head of Community
- Adhere to Manchester Camerata's safeguarding and health & safety policies, creating risk assessments and liaising regularly with practitioners and partners
- Any other duties as decided by the Head of Community



## Skills, Knowledge and Experience

---

### The Person

- Exceptional time management and organisational skills
- Excellent communicator, both in person and on the phone
- Experience managing workshops, events and performances
- Passionate about the arts and about creating art with people in the community
- Approachable, respectful and friendly manner when working with people from a variety of backgrounds
- Creative and flexible approach
- Willingness to take the initiative and make decisions
- Experience creating project information such as schedules, timetables, letters
- High level of computer literacy skills

### Desirable skills, knowledge and experience

- Knowledge of the formal education system
- Knowledge of the arts & health sector
- Experience of working with freelance artists
- Confidence in using social media to communicate marketing messages
- Full UK driving license and access to own car (for driving around projects)
- An Enhanced DBS check (this is organised by Manchester Camerata when the job starts)
- Commitment to Manchester Camerata's aims and values
- Basic First Aid skills or training would be brilliant



## Employment Terms

---

This is a fixed term 5-day/35 hours working week Mon-Fri (may include weekend and evening work) contract, based at The Monastery in Gorton, with travel to projects in the North England (including Greater Manchester, Stafford, Stoke, E Yorks). Your work will be reviewed at six months. Time off will be given in lieu of additional hours and days worked.

**Job title:** Project Administrator  
**Duration:** Full-Time  
**Appointment details:** 5 days a week [35 hours (Mon-Fri, 9am-5pm)], may include some weekend and evening work where required  
**Salary:** £20,000 per annum

## How to apply

---

Please email the following information in **ONE** main Word or PDF file to Lizzie Hoskin, Head of Community at [lhoskin@manchestercamerata.com](mailto:lhoskin@manchestercamerata.com)

1. **A cover letter** (maximum **one page**, size 11 font/Arial) explaining why you want a job with Manchester Camerata, what you would bring to the organisation, and how your experience and current skills makes you the ideal candidate for this role.
2. **Your CV** (maximum **one page**, size 11 font/Arial), tailored for this role, including the names and contact details of two referees.

All applications should be addressed to Lizzie Hoskin, Head of Community by the deadline of **5pm Wednesday 5 January 2022.**

**Successful applicants will be informed on Friday 7 January 2022 and interviews will be on Wednesday 12 January 2022.**

**If selected for interview you will be contacted directly so please ensure you include your mobile number and email address.**

Manchester Camerata is committed to equal opportunities and diversity in its workforce and welcomes applications from all sections of the community. After applying, applicants will be sent a survey link to help us gather equal opportunities data which will inform Manchester Camerata's organisational development regarding its Diversity and Inclusion policy and objectives.