**BATH PHILHARMONIA PROJECTS CO-ORDINATOR  
JOB DESCRIPTION**

The Projects Co-ordinator is responsible for providing administrative support to the General Manager and Music Director, assisting them in the organisation, delivery and promotion of approximately 12 concerts and 12 creative learning projects annually. The Projects Co-ordinator reports directly to the General Manager. The position is part-time, 0.8 FTE (28 hours a week).

**Orchestral Concerts**

The Projects Co-ordinator is responsible for facilitating on-stage activities at all of the orchestra’s concerts. Tasks include:

* drafting lists of players for each concert (in consultation with the Music Director)
* drafting budgets for each concert (in consultation with the General Manager)
* engaging orchestral musicians for each concert
* ensuring that appropriate instruments are provided at each event e.g. percussion, piano, celeste etc.
* undertaking rehearsal/ performance duties, ensuring that last minute details and emergencies are dealt with efficiently.
* maintaining player databases helping to ensure that they are continually updated with player’s contact details, postal addresses and bank details.
* liaising with the Finance Officer and General Manager to ensure that all players are paid promptly after each concert.
* liaising with the General Manager to ensure that Bath Philharmonia rates of pay, expenses and policies relating to players are in line with Musician’s Union /Association of British Orchestras policies and agreements.
* maintaining the Bath Philharmonia music library.
* hiring music as appropriate for each concert.
* liaising with the Orchestra Leader to ensure that all string music is bowed.
* preparing a concert schedule to circulate to players one week prior to the event.
* maintaining a register of players.
* liaising with the Music Director & General Manager to design staging and seating plans for each concert.
* contracting a stage manager and/or professionals to set up staging, stands and lighting for the orchestra at all events and briefing the Stage Manager on staging and seating plans for each concert.
* ensuring that the music store is kept tidy and to keep a log of all equipment and instruments that are loaned to third parties.
* attending all Bath Philharmonia concerts and events and carrying out any reasonable duty as instructed by the General Manager.

**Creative Learning**The Projects Co-ordinator logistically organises the orchestra’s creative learning projects. Tasks include:

* Engaging music leaders from our talent pool agreed in advance with the General Manager
* Maintaining a single central record of music leaders and volunteers.
* Undergoing annual Child Protection & Safeguarding Training as identified by the General Manager.
* Drafting creative learning project budgets and overseeing the Creative Learning finances with support from the General Manager.
* Co-ordinating marketing materials in order to promote our annual creative learning programme and input to the Bath Philharmonia website.
* Drafting project specific funding applications to support project delivery and instrument costs.
* Developing relationships with other education and participation managers attached to key arts organisations across the Southwest.
* Maintaining statistics, monitoring and evaluation for the orchestra’s Creative Learning projects.
* Managing and maintaining instruments and equipment.
* Ensuring that all music leaders and musicians involved in creative learning projects are compliant with Bath Philharmonia’s safeguarding policy and procedures.
* Attending project planning meetings with the General Manager and Artistic Director of Bath Philharmonia.
* Attending all Bath Philharmonia creative learning events and carrying out any reasonable duty as instructed by the General Manager.

**General Administration & Marketing**The Projects Co-ordinator provides core administrative support to the orchestra and undertakes all digital marketing activity. Tasks include:

* Acting as the first point of contact for the orchestra, opening the post, answering the telephone and responding to generic emails.
* Maintaining databases and mailing lists and ensuring compliance with GDPR.
* Maintaining and updating the orchestra’s website and social media accounts and in liaison with the General Manager, distribute e-shots via Mail Chimp etc.
* Overseeing distribution of promotion material i.e. season brochures, flyers etc and to coordinate a schedule for advertising.
* Minuting meetings of the Board of Trustees.
* Maintaining filing systems within the office.
* Maintaining an archive of reviews and marketing material.
* Maintaining records of audience and participation data.

**Person Specification**

* A skilled arts administrator with at least 3 years’ proven, relevant experience (preferably in orchestral administration or within an arts organisation).
* Knowledge of orchestral music at least to graduate level and experience of either organising or performing in orchestral concerts.
* A passion for making orchestral music accessible to many people and experience of working with young people in a community setting.
* Proficiency in using Microsoft Office, social media and website maintenance.
* A high standard of organisation and efficiency
* Excellent communication skills, both written and spoken
* Ability to prioritise and work to strict deadlines
* Good attention to detail
* Flexibility, commitment and an ability to multi-task

**Location**

The role is office-based in the city of Bath but travel to regional project and concert locations is required. During Covid-19, Bath Philharmonia is following the government’s recommendations to work from home however we are looking forward to returning to our office.