



## **JOB DESCRIPTION**

**Job Title: Society & Festival Administrators (2 posts)**

**Purpose:** To support the Honorary Secretary, Convenor and Committees in achieving the aims and objectives of The Clarsach Society and the Edinburgh International Harp Festival.

**Reports to:** Honorary Secretary

**Location:** Edinburgh Office / Remote Working

**Salary:** £18,200 per annum per post

**Hours:** 25 hours per week

**Holidays:** 165 hours (including public holidays)

## **Background**

The Clarsach Society's aim is to promote, encourage and develop the playing of the clarsach, nationally and internationally, through tuition, performance and publication.

Primary activities include a clarsach hire scheme for its members, the production of music folios, and the organisation of its premier event, the annual Edinburgh International Harp Festival.

The national office is based in Edinburgh with 13 branches, run by volunteers, located throughout the U.K.

Both Administrators, assisted by volunteers, cover the work of both The Clarsach Society and the Edinburgh International Harp Festival. The working pattern varies throughout the year, with longer hours occurring particularly between February and April. The office staff report to the Honorary Secretary.

## **Responsibilities**

### **1) The Clarsach Society [TCS]**

Main tasks will include:

- Providing pro-active office co-ordination and day-to-day administrative support to the Convenor, Honorary Secretary, Executive Council and other voluntary Committee members
- Managing, updating and monitoring:
  - Clarsach hire scheme
  - Membership database
  - Website
- Day-to-day book-keeping of the financial information in consultation with the Honorary Treasurer
- Administering annual scholarships and awards schemes
- Liaising with Branches, members, tutors and performers
- Attending meetings, taking minutes and identifying actions/responsibilities
- Researching and preparing applications and reports to funding bodies
- Co-ordinating the preparation and production of the Annual Report
- Co-ordinating the production of the annual Mòd Folio and the outsourced production of Music Folios
- Maintaining Policies and Procedures, as requested by the Executive Council or Finance & Administration Committee
- Handling routine office duties including:
  - Telephone calls

- Electronic and postal mail
- General enquiries
- Ordering office supplies
- Maintaining subscriptions for office software
- Ensuring the office premises are always tidy and presentable

## **2) The Edinburgh International Harp Festival [EIHf]**

Main tasks will include:

- Working with the Festival Co-ordinator, Artistic Advisers and the other volunteers of the EIHf Committee on all aspects of Festival delivery
- Preparing agendas for, attending and taking minutes of committee meetings
- Administering the budget, in consultation with the Finance Sub-group, Artistic Advisers and Festival Co-ordinator
- Preparing and issuing contracts, in consultation with the Artistic Advisers
- Co-ordinating associated certificates of sponsorship, travel, accommodation and hospitality for artists and guests, liaising with the Artistic Advisers and Festival Co-ordinator
- Acting as first point of contact for all staff, artists, guests, partner organisations, funders and service providers
- Liaising with the Festival Committee, printers and designers over the production of digital and printed promotional materials
- Researching and preparing EIHf-specific applications to funding bodies
- Administering major donor renewals and individual giving in consultation with the Sponsorship and Festival Co-ordinators
- Liaising with the Marketing Sub-group in effectively communicating up-to-date information to external agencies
- Managing the outsourced Festival bookings system
- Ensuring all licenses and Society Policies and Procedures relevant to EIHf (Health and Safety, Safeguarding, etc.) are in place, in consultation with the Festival Co-ordinator
- Liaising with the Festival venue, Front of House team and Manager of the Harpmakers' Exhibition to ensure the smooth running of EIHf
- Producing post-Festival evaluation reports for the Festival Committee, the Executive Council, and funders

### **Essential Skills**

- Excellent organisational skills
- Ability to multi-task, cope under pressure and meet deadlines
- Excellent working knowledge of business Microsoft Office desktop applications, in particular creating/maintaining spreadsheets
- Excellent written, verbal and interpersonal communication skills
- Experience in taking and preparing committee meeting minutes
- Proven experience of working in a busy office environment alongside others
- Strong attention to detail and ability to proofread documents

### **Desirable Skills**

- Experience of Event Production
- Experience in the use of email marketing services such as Mailchimp

- Working knowledge of Xero Accounting Software
- Working knowledge of WordPress
- Knowledge/understanding of, and ability to work with, digital and social media in a professional context
- Some experience of various Operating Systems - Windows / Mac / Linux / Android.

### **Key Qualities**

- A welcoming, open and friendly manner
- A team player
- A quick learner

### **Support**

Guidance and support will be given by volunteers, including members of TCS committees. Any additional needs identified will be addressed, if appropriate to the requirements of the post. A full induction will be given during the first week of employment. Any relevant training will be provided.

### **Terms and Conditions**

- There is a probation period of 3 months during which time the notice period is 2 weeks for employer and employee.
- On successful completion of the probation period, the notice period is one month for employer and employee.
- The hours worked are an average of 25 hours per week. The pattern of work will be agreed with the Honorary Secretary. There will be Saturday work quarterly which will be compensated by time off in lieu. Overtime will be paid for longer working hours before, during and after the Edinburgh International Harp Festival.
- A job offer will not be confirmed until The Society is in receipt of appropriate and satisfactory references.
- Any new projects or methods of working are to be agreed by the Convenor or Honorary Secretary and may be subject to a risk assessment before being developed.

### **Applications**

To apply, please send a CV, covering letter and contact details of two referees (one of which must be a current or recent employer) via email to: [secretary@clarsachsociety.co.uk](mailto:secretary@clarsachsociety.co.uk) detailing your interest in working for The Clarsach Society and Edinburgh International Harp Festival and highlighting the skills, experience and personal qualities you think make you the right person for this post.

Closing date for applications: **1st August**

Interviews will take place in **mid-August**.

Further information on The Clarsach Society & Edinburgh International Harp Festival can be found at [www.clarsachsociety.co.uk](http://www.clarsachsociety.co.uk) and [www.harpfestival.co.uk](http://www.harpfestival.co.uk).