

philharmonia orchestra

EDUCATION ASSISTANT

(part-time, 6-month fixed-term contract with potential to extend)

JOB DESCRIPTION

Reports to:	Head of Education (Maternity Cover)
Contract terms:	Fixed Term: 3 days per week for a minimum of 6 months. There may be a possibility of extending for a further 6 months (maximum), subject to mutual agreement
Key role objective:	To provide administrative support for the Philharmonia Orchestra Education Department

The Philharmonia Orchestra is one of the world's great orchestras. Widely acknowledged as one of the UK's foremost musical pioneers, and with an extraordinary recording legacy, the Philharmonia leads the field for its quality of playing, and for its innovative approach to audience development, residencies, music education and the use of new technologies in reaching a global audience. Together with its relationships with the world's most sought-after artists, most importantly its Principal Conductor and Artistic Advisor Esa-Pekka Salonen, the Philharmonia Orchestra is at the heart of British musical life.

The Philharmonia's education and outreach programme strengthens and supports the Orchestra's presence in London and in its UK residencies, adding another dimension to the Orchestra's work, and reflecting the Orchestra's artistic integrity, identity and quality. The Department's work falls into four distinct strands – Schools and Young People, Communities and Family, Insights and the Emerging Artists Programme, reaching tens of thousands of people every year.

Through high quality, relevant and compelling programmes, we endeavour to inspire, excite, empower and engage a broad range of participants via an imaginative portfolio of participatory and educational projects, rooted in and reflecting the diversity of our residency communities. Partnership working is embedded within our practice, and as committed collaborators we design our projects with a wide range of organisations and stakeholders including our residency venues, Music Education Hubs, schools, universities, conservatoires, other arts organisations, community groups and local authorities.

ROLE AND RESPONSIBILITIES

The Education Assistant will play a crucial role in the Education Department, supporting both the Head of Education (Maternity Cover) and the Education Projects Coordinator in all areas of the Department's output. Aspects of this role will also involve being on project work and representing the Orchestra with external partners and project participants.

Department Administrative duties

The day-to-day administration for the Department includes:

- Setting up meetings and assisting with diary management for the Department.
- Taking minutes at meetings.
- Answering the main Education Department telephone line.
- Updating the Orchestra's scheduling system, MOBI, with all Education content.
- Compiling the Department's contribution to the Monthly Schedule.
- Distributing and compiling project evaluation.
- Travel and hotel bookings for the Education team and workshop leaders.
- Preparing player agreements and contracts for all projects.
- Music and resources preparation for projects.
- Assisting with keeping the Department's web pages up to date.
- Assisting the Department on all DBS checking and related admin tasks.
- Inputting all Department expenditure into project budgets to ensure accurate expenditure tracking.
- Creating fee sheets for players and associated artists.
- Tracking all overhead expenditure on Department travel costs.

Specific Project Responsibilities

In addition to Department administration, the Education Assistant will have specific project responsibilities:

- In liaison with the Education Projects Coordinator, to administer the University of Leicester partnership programme, including:
 - Scheduling lessons with Scholarship students and Philharmonia players.
 - Organising and scheduling venue bookings for lessons.
 - Scheduling coaching sessions with University ensembles.
 - Attending Music Association meetings to ensure good communication between Philharmonia and the students, taking and disseminating the minutes.
 - Keeping track of expenditure, and raising invoices.
- Working closely with the Education Projects Coordinator, to undertake various duties for the Philharmonia's school concert series, *Orchestra Unwrapped*, which take place in Leicester, Basingstoke and Bedford, including:
 - Managing and updating the online booking system as required.
 - Dealing with all school bookings and enquiries.
 - Compiling and sending all confirmation to school bookers.
 - Dealing with project art work for display in the concerts.
 - Preparing/printing resource packs and materials for all schools.
 - Preparing evaluation documents and compiling feedback.
 - Following up Chasing payments from schools.
- Working closely with the Education Projects Coordinator, to oversee the administration of Conservatoire Sit-in Schemes and Open Rehearsals, including:
 - Liaising with Conservatoires, HEI partners and the Concerts Department to confirm dates, input onto MOBI, confirm students numbers and timings.
 - Liaising with artists' agents to gain relevant permissions from conductors and soloists.
 - Attending the sit-ins and open rehearsals to meet and greet students.

Project Attendance

The Education Assistant will share project attendance with the rest of the team as and when required, which includes the following responsibilities:

- On smaller projects, being the sole representation of the Education Department to ensure all goes smoothly (e.g. –sit-ins, pre-concert talks, teacher training sessions).
- Support for the Head of Education (Maternity Cover) and the Education Projects Coordinator on larger projects to include management of project participants and artists, and to provide assistance with logistics and pastoral care, and liaison with film crew when applicable, etc.

Experience and Knowledge

The post-holder will have:

- Some experience of an arts education setting with a clear interest in pursuing a career in this field.
- An awareness of the arts education sector, including funders, government legislation and sector research.
- An interest in music and the arts (the ability to read music is desirable, but not essential).
- Some experience of working with a range of different communities and young people.
- Familiarity with standard office software and computer systems.
- Some previous experience of working with musicians and workshop leaders is desirable.

Skills and Personal Qualities

- Excellent administrative skills.
- Excellent verbal and written skills.
- Excellent interpersonal and social skills.
- Ability to work successfully as part of a team as well as the ability to work independently when the team is busy on projects.
- Ability to prioritise a mixed workload and to work to tight deadlines.
- Willingness to have a hands-on attitude during projects.
- A flexible approach, and a willingness to work unsocial hours (evenings and weekends) when required.
- A current and up-to-date DBS check.

ADDITIONAL INFORMATION

- Salary: £18,000 per annum pro rata (£5,400 over the 6-month fixed-term contract period).
 - Hours: 9.30 - 17.30 (35 hours per week) Monday - Friday, plus evening and weekend work as required.
 - Annual leave: 28 days per annum pro rata, including public holidays (8.5 days over the 6-month fixed-term contract period).
 - The Company will contribute 6% of salary to a qualifying pension scheme.
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APPLICATION PROCEDURE

To apply, please email your CV and covering letter detailing why you wish to be considered for the role to Alexandra Brierley, Director of Education:

alexandra.brierley@philharmonia.co.uk

Please include the following in your application:

- Telephone contact number (we will be discreet when contacting you)
- Details of two referees (we will not contact your referees without your permission).

Deadline for applications: Monday 17 July at 10.00am.

First interviews: Friday 21 July (afternoon).

Interviews will be held at the Orchestra's offices in Southwark: 6 Chancel Street, London SE1 0UX. Candidates invited for interview will be notified, via telephone or email, by close of business on Tuesday 18 July. If you have not heard from us by this time, unfortunately your application has not been successful.

The Philharmonia Orchestra is committed to equal opportunities. We are working to achieve diversity and welcome applications from all sections of the community.