

58 Kimber Rd
London SW18 4PP
www.worldheartbeat.org
Artistic Director: Sahana Gero
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Job Description for Arts Administrator

The Academy

World Heart Beat Music Academy believes music is a universal form of communication that bridges cultural, political, social, economic and linguistic barriers. World Heart Beat takes young students who would not otherwise be able to learn music and gives them the opportunity to learn an instrument. Our aim is to realise every young person's potential in the field of music and beyond. World Heart Beat is a registered charity.

We are seeking an Arts Administrator

The successful candidate will have strong administrative and organisational skills, will be a good communicator and have the ability to converse and work with a wide range of people.

Work will include 4 main areas

Office management

- Organising the teaching timetable
- Organising database and keeping records
- Organising digital data /photographs, videos
- Enjoy working with children and parents
- Liaising with musicians teaching at the academy
- Ensuring DBS checks are kept up to date
- Taking attendance and reception

Arts Awards, Interns and Events

- Organising events
- Organising and mentor the work of young students – arts awards
- Supervising work experience young people and interns

Marketing

- Web updates
- Marketing and promoting courses and projects through our website and social media.
- Sending out Mailchimp letters
- Designing leaflets
- Writing /designing newsletter

Report writing and evaluations

- Have excellent written English, be a good copywriter and accurate proofreader
- Enjoy writing evaluations
- Collect data on projects and write interim and final evaluation reports.
- Write reports/newsletters that demonstrate our impact, for all donors

SKILLS

- Have the necessary IT skills, including Microsoft Word, Excel, Database
- PA skills
- Enjoy working with children, young people and parents
- Enjoy working with musicians
- Experience in Photoshop and/or other design software

Location

The post will be based at the World Heart Beat Music Academy in Wandsworth, London.

Hours

5 days a week plus some events and concerts on occasions at weekends.

Hours 11:00-19.00

Pay

19k-24k dependent on experience

Applications

Please apply by email to Sahana Gero

sahana@worldheartbeat.org

Please attach a CV and letter of application to Sahana Gero

sahana@worldheartbeat.org

Deadline: 30th May 2017