

58 Kimber Rd  
London SW18 4PP  
www.worldheartbeat.org  
Artistic Director: Sahana Gero  
Email: [sahana@worldheartbeat.org](mailto:sahana@worldheartbeat.org)  
Tel 07973631203



### **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. Marketing is also a large part of this role, so a strength and passion for marketing is essential.**

Work will include 4 main areas

#### **Office management**

- Organising the teaching timetable
- Organising database and keeping records
- Organising digital data, photographs and 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 and sourcing events
- Organising, recruiting and mentoring the work of young students for 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 and 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 grant reports and 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**

**18,000 p.a.**

### **Applications**

Please apply by email to Sahana Gero  
[sahana@worldheartbeat.org](mailto:sahana@worldheartbeat.org)

Please attach a CV and letter of application