Music Department Administrator

**Job Description**

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| Reporting To | Director of Music |
| Salary | Kent Range 3 |
| Working Time | 4 hours a week |
| DBS | Enhanced |
| Date | 01.09.25 |
| **Key Responsibilities:**   * Monitor and publish visiting instrumental teachers’ timetables. * Coordinate and maintain paperwork for music-related school trips. * Oversee the hire and return of instruments through Kent Music. * Updating music ensemble registers for school data * Organise ticketing for school concerts and assist with promotional materials. * Act as a front-of-house presence at concerts, welcoming guests and managing the door.   **Essential Skills & Qualities:**   * Strong administrative and organisational skills. * Knowledge of Microsoft Word & Excel (Apple Mac & SIMS training will be given) * Confidence in working independently and managing schedules. * Willingness and availability to work some evenings (usually Mondays and Tuesdays). * A friendly and professional manner, especially when dealing with students, parents and visitors.   This is a vital support role in a dynamic department, perfect for someone with an interest in music and a flair for coordination. | |