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. |