

ADMINISTRATOR – PART TIME Job Description

Responsible for all administration in the International Organ Festival Society (IOFS) office, providing support to the Artistic & Executive Director (A&ED) and other Board members as required. The role reports to the A&ED and is critical to the effective management of the organisation.

1. Office

- 1.1 Deal effectively with all communications, whether by email, post or telephone.
- 1.2 Keep IOFS records and databases up to date, in conjunction with the membership secretary where appropriate.
- 1.3 Liaise with the IT and website manager as necessary on maintenance of the website and office systems.
- 1.4 Manage accounting records as required, in liaison with Society's accountant.
- 1.5 Maintain the office files and filing system.
- 1.6 Prepare press releases for the Saturday concerts and distribute as required; collect and file, manually or electronically, news articles appertaining to the IOFS.
- 1.7 Maintain stocks of stationery, liaising with the companies who carry out design, printing and delivery as well as making local purchases of smaller items.
- 1.8 Ensure that the franking machine is in credit and is programmed with prevailing postal rates. Deal with outgoing post.
- 1.9 Be prepared to deal with matters concerning the general running of the office, including any issues with equipment, liaising with the Landlord, and ensuring that the office premises are kept clean and tidy.

2. Saturday Organ Concert Series (annual)

- 2.1 Issue letters of contract to performers booked by A&ED & ensure their return.
- 2.2 Book concert and reception venues in accordance with pre-determined timescales, and accommodation as required, in consultation with the A&ED, within prevailing budgets.
- 2.3 Make all other arrangements, and book facilities as required, including rehearsal times, hospitality, organ tuning, venue get-in, PA etc. Set up a rota of Board Members to manage individual concerts.

- 2.4 Be the liaison person for the performers from the time of booking through to the concert.
- 2.5 Prepare Operations Schedule for each concert and copy to all interested parties.
- 2.6 Publicity: organise the production of the Saturday Organ Concerts Brochure, in liaison with the Communications Manager and A&ED and within prevailing budgets.
- 2.7. Commission programme notes and produce concert programmes.

3. Festival (biennial)

- 3.1 Issue letters of contract to performers booked by A&ED and ensure their return.
- 3.2 Provide day to day management of support staff and volunteers working in the office.
- 3.3 Organise the production of promotional material relating to the Festival in liaison with the Communications Manager and A&ED and within prevailing budgets.
- 3.4 Be available to assist and support at concerts and other events during the Festival itself (July).

4. Fundraising

- 4.1 In liaison with the Chairman and A&ED, approach for further funding those charitable trusts and foundations to whom successful applications have previously been made, ensuring that any constraints about periods before which further applications will entertained have been observed. Make customised applications based on the aims of each trust and foundation. Maintain records of all contacts.
- 4.2 Be proactive in identifying new charitable trusts and foundations to whom it would be appropriate to apply; check whether any personal contacts exist between IOFS Board members and Trustees of said organisations; make customised applications based on the aims of each trust and foundation.
- 4.3 Liaise with Artistic Director to identify opportunities for funding offered by the Festival programme and other events.
- 4.4 Support the Board in identifying new potential major donors and commercial sponsors, both local and national.
- 4.5 As required, develop branded materials in support of fundraising and arrange for their production.

5 General

- 5.1 Make arrangements for other events e.g. Members Days, AGM, as required.
- 5.2 Provide reports and information to the Chairman, A&ED and other Board members as required.
- 5.3 Any other tasks as required by the A&ED.
- 5.4 Act as an ambassador for the organisation at all times.