

HALLÉ CAREERS

ADMIN ASSISTANT (FULL-TIME)

MINIMUM HOURS OF WORK 30 PER WEEK WITH ATTENDANCE IN THE OFFICE ON A DAILY BASIS, ALSO TO INCLUDE WEDNESDAYS 3.30PM-7PM

JOB DESCRIPTION

Summary

The Admin Assistant reports to the Senior PA. He/She is responsible to the Senior PA for providing assistance to the administration teams of the Hallé Orchestra, with tasks across all departments. On-the-job training will be given in specific systems.

Salary and benefits

Salary £16,600 p.a. pro rata (minimum hours of work 30 per week with attendance in the office on a daily basis, also to include Wednesdays 3.30pm-7pm). Other benefits include an excellent, contributory pension scheme and a health insurance scheme.

Key Tasks

General Office Administration (overseen by Senior PA)

- Open and distribute all incoming mail
- Order and maintain stationery stocks and office sundries e.g. milk, coffee
- Provide maintenance and assistance with phone, photocopier, franking machine and other office equipment
- First point of contact for all IT enquiries (link to external IT support)
- Co-ordination and servicing of Admin team meetings
- Co-ordination and servicing of PQASSO (Practical Quality Assurance System for Small Organisations) team meetings
- Co-ordination of Work Placement scheme
- Overview of recycling and sustainability issues
- Maintain Equal Opportunities monitoring
- Other ad-hoc administrative tasks as and when required

Marketing (overseen by Communications department)

- Secure the services of volunteers for mailings and co-ordinate mailing sessions
- Ensure that front of house and other areas are stocked with publicity material
- Maintain concerts listings
- Maintain and circulate press cuttings

Ensembles/Education (overseen by Ensembles department)

- Registered chaperone, attending Children's Choir rehearsals at Hallé St Peter's, Ancoats (Wednesdays 3.30pm-7pm) and other Ensembles/Education concerts and events

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PERSON SPECIFICATION

Essential skills

- Knowledge and experience of Microsoft Office suite of programmes, in particular Excel and Word
- Basic filing skills
- Ability to organise busy workload and prioritise when necessary
- Good communication skills
- Good organisational skills
- Ability to work both unsupervised as well as part of a team
- Proven experience of dealing with confidential information
- Strong attention to detail
- GCSE English and Maths grade C or above

Essential qualities

- Calm disposition
- Willingness to carry out tasks at short notice when necessary
- Desire to learn new skills

The post-holder must be able to satisfy a Disclosure and Barring Service (DBS) check for working with young people and vulnerable adults.

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BACKGROUND

The Orchestra

The Hallé was founded by the pianist and conductor Charles Hallé, and gave its first concert in Manchester's Free Trade Hall in 1858. The Hallé has a permanent contract strength of 80 players (though regularly plays at 90+), and gives around 75 concerts each year in its home, The Bridgewater Hall, some of which are repeated programmes. The Hallé also performs approximately 50 other concerts outside Manchester in venues throughout the UK and overseas. The Hallé has numerous associated ensembles including the Hallé Choir, Youth Orchestra, Youth Choir, Childrens' Choir.

Associated Artists

Music Director, Sir Mark Elder, only the ninth Principal Conductor in the Hallé's long history, is in his nineteenth season with the orchestra and conducts around 20% of the Hallé's programmes. The Hallé frequently tours abroad and there are future plans for tours to Europe. Jonathan Heyward is our Assistant Conductor and works closely with Sir Mark Elder, taking direct responsibility for the Hallé Youth Orchestra. Lyn Fletcher is the Leader and Paul Barritt is the Permanent Guest Leader.

CONTACT US

If you have any queries regarding the post, please do not hesitate to contact:

- Senior PA - Alison Lever / Molly Kidd
- exec.pa@halle.co.uk

Hallé Concerts Society is an equal opportunities employer
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