

North East of Scotland Music School

Position Available:

Part-time Assistant Manager

For assistance in lesson scheduling, social media and providing cover in the building.

A flexible **16 hours a week** is being offered, ideally spread over several days/evenings or weekends when required. Overtime will occasionally be required during particularly busy periods of the school term

Salary: Minimum wage with Employer Pension Contributions

Candidate should have:

- Good people skills
- Competent writing skills
- Excellent organisational skills and a keen eye for detail
- Familiar with various Social Media platforms
- Some knowledge of classical music preferable

To apply please email your CV to Manager Colin Brockie: colin@nesms.org.uk

A detailed job description is listed below. Any further information about NESMS can be found on our website www.nesms.org.uk

Closing date for applications: **Friday 10th January 2025**

It is aimed that interviews will be held in-person at NESMS the following week from the 13th onwards. Online interviews may be considered.

An official start date is given as 1st February 2025 but the successful applicant may be invited in earlier when convenient for some training sessions.

North East of Scotland Music School

Position of Assistant to the Manager

General

NESMS offers the highest standards of music tuition to students of all ages by bringing our tutors to Aberdeen on a regular basis. NESMS is a charitable company limited by guarantee with a Council of Management (the equivalent of the Board of Directors of a non-charitable company) who meets three times a year. There are three further committees which meet regularly to regulate the day-to-day finances, fundraising and the musical life of NESMS. These committees then report to the Council of Management.

NESMS owns its premises at 21 Huntly Street, bought with assistance from the National Lottery in 1997. Most of the rooms are used by NESMS tutors but rooms are let periodically to other organisations such as the Associated Board of the Royal Schools of Music, Trinity Music Exams, the National Youth Choir of Scotland and to local individuals.

Fundraising is essential and NESMS is fortunate to have generous individuals and Trusts who support it, some of whom give scholarships which are competed for annually. The staff and a Volunteer Fundraiser liaise closely with our donors and sponsors.

NESMS forms an integral part of musical life in Aberdeen and has close connections with Aberdeen City Music School, Aberdeen University, Grampian Youth Orchestra and most local music teachers and musical organisations within the city.

NESMS houses an extensive library of over 8,500 different items of sheet music, scores and books and over 1500 vinyl LP records including 40 or so boxed sets.

Visit our website to find out more about what goes on at NESMS and to check our online catalogue of library resources.

The duties of the Assistant to the Manager include the core functions as laid out in the following job description.

Full Job Description: Assistant to the Manager - 2025

Hours

The job being offered is for a flexible 16 hours per week. This is to be worked at times to be agreed with the manager, though certain flexibility is needed to adapt to the weekly requirements dependent on tutor availability. A set pattern of working days will quickly form.

Example hours: Tuesday 4pm – 8pm, Wednesday and Friday 1pm to 5pm with 4 hours remaining flexible for extra cover weekdays or at weekends.

It is hoped that any applicant would also be able to offer additional hours to cover holiday leave or sickness if required. Overtime is paid at the assistant's usual hourly rate - at present **the equivalent real living wage** - for any extra hours worked.

Attendance at the School is required for all hours worked.

Holidays

20 days a year, at times to be agreed with the manager, plus public holidays. It is expected that most of the holiday entitlement will be taken when there are no tutors teaching.

General duties - shared with the Manager

Office

Dealing with tutor, student, parent and general public enquires.
Ensuring the office Google calendar and timetable system are up-to-date
Buying any office and kitchen supplies for the school as needed.

Lesson Timetabling– in-person/online

Sending Lesson offer and Reminder emails and any cancellations/swaps/queries required
Accompanists (hiring and payments), tutor flights/accomodation (booking and payment)

Scholarships Auditions –in-person/online

Advertising, receiving and acknowledging applications, accompanists (hiring and payments), schedule auditions, prepare audition packs for panel, set up room and purchase any meals for panel if required, send result letters to all auditionees.

Concerts/events

Arrange accompanists (hiring and payments), create and distribute posters/flyers, arrange transportation of equipment for the event and transport for performers where needed, attend and support performers at the event (assist with setup and stage management if necessary), collect feedback and send this to event organiser(s)/tutors.

Keynotes Lunch

Support the Manager and the KL working party committee in organising the Keynotes Lunch (Publicity, table bookings) and assist in setting up and running of the event on the day, typically a Sunday afternoon in November.

Promotion & Public Relations

Devise and create posters, fliers and brochures for any NESMS events.

Website & Social Media (Facebook & Instagram)

Keep the NESMS website updated (using Wix Website Editor)
Format and add content to NESMS Social Media pages, gathered from emails to the school.
Seek out other content online and share this to NESMS pages.
Take photos at NESMS events and seek permissions to add these to any NESMS pages.
Reply to messages on any NESMS Social Media account

Office Technology & Systems

Familiarity with Microsoft Office (Word, Excel, Publisher, PowerPoint, Outlook) Google (Calendar, Drive, Forms and Documents) and Zoom (for online lessons)

Security & Maintenance

Routine checking of fire alarm (weekly)
Recording the humidity and temperature readings of studios (weekly)
Submitting meter readings from gas and electricity meters (monthly)

Banking & Finance

Arrange payments for any accompanists and the weekly cleaner.
Keep the Petty Cash ledger up to date after any purchases made

Library

Assist any students, tutors or public using the Library and checking scores out
Periodically check that the catalogue is in order on the shelves i.e when scores are returned