



**Job title:** Administrator & Production Assistant

**Reports to:** Manager, Artistic Director

**Job description:**

Glasgow Cathedral Festival is seeking one or two enthusiastic and proactive individuals to join our team and assist with the administration and running of the 2024 festival. The role will entail part-time remote hours throughout the spring, summer and autumn, as well as in-person production and front-of-house assistance for the festival. This could be one hybrid position or two part-time positions (see remuneration below).

**Person specification:**

We are looking for an experienced, motivated and highly organised administrator with a keen eye for detail:

Essential

- The ability to write, adapt and proofread copy for a wide variety of purposes and platforms (from funding applications to social media posts)
- Willingness to communicate and collaborate with a range of people – from artists to audience members and cathedral employees – both remotely and in person; good interpersonal skills and sense of diplomacy
- Pragmatism and willingness to take initiative where required; as a small team, we work closely together but must also take ownership of tasks assigned to us
- Up-to-date IT literacy, and the ability and confidence to learn new systems as required

Desirable

- Front-of-house and/or production experience
- Interest in and knowledge of classical music and the arts
- Full UK driving licence and access to a car

**Duties to include:**

General administration

- Acting as secretary to the festival board (in person)
- Liaising with artists and agents regarding contracts
- Collecting and collating programme information
- Booking artist accommodation and travel
- Arranging licences
- Booking and scheduling ushers and casual staff

Marketing and PR

- Adding events to printed and online listings
- Website administration
- Assistance with distribution of printed marketing materials
- Assistance with social media marketing
- Maintaining an up-to-date list of PR contacts

## Fundraising

- Researching compatible trusts and foundations
- Writing and administration of small trust letters
- Liaising with funding partners during delivery process
- Assistance with running donors events
- Collection and collation of audience data and feedback, and assistance with post-festival evaluation

## Production

- Planning stock and purchasing supplies; collecting this and loading into the cathedral/museum
- Organising and arranging the delivery/collection of concert equipment
- Running Front of House during all events
- Training and leading a team of temporary staff
- Keeping accurate box office and bar records and cashier balancing at the end of each shift
- Helping with get-in, setup and get-out before and after the festival, and for all individual GCF2024 events
- Other duties during festival week, as requested by the Manager and Artistic Director

The list of responsibilities above is not exhaustive. The Administrator & Production Assistant may be required to perform duties outside of these as reasonably required, and at the discretion of the Festival team.

## Remuneration:

- One hybrid position** (FTE c. £29k): **£2,600** (approx. 130 remote hours and 16 in-person hours between May and October + approx. 40 hours production and front of house for the festival between 16-25 September)  
OR
- Two part-time positions** (both FTE c. £29k): **£1,820** (approx. 130 remote hours between May and October) + **£700** (approx. 10 hrs in-person work in Glasgow in the late summer/autumn, plus approx. 40 hours production and front of house for the festival between 16-25 September)

To apply, please send a CV and cover letter with details of relevant experience to Rachel Thomas, Festival Manager: [rachel@gcfestival.com](mailto:rachel@gcfestival.com). **Deadline for applications is 5pm on 24 April 2024.**