



Position: Company co-ordinator

Reports to: Chief Executive

Works with: Artistic Director; Associate Music Director; Artistic Producer; Company Accountant; Communications Co-ordinator

Terms: £18k - £22k, depending on experience

Permanent F/T;

plus benefits: 25 days leave (exc: statutory bank holidays);
contributory pension

The Paraorchestra and Friends

Working with our Artistic Director Charles Hazlewood, we create exceptional music-based experiences for the broadest possible audience. Our ambitions over the next five years are to expand the number of concerts we deliver with the British Paraorchestra and the other ensembles within our umbrella organisation, working across art forms and with a range of world-class collaborators in order to reach audiences outside of the traditional classical sector.

Based in Bristol with offices at We the Curious, we are moving rapidly from a start up to a grown-up business, becoming part of Arts Council National Portfolio of organisations from April 2018.

Role purpose:

The Company co-ordinator performs a valued role in our rapidly growing organisation, working with the team to ensure that the logistics of each artistic project are in place. The role also manages the broader administration of the company, working with the Chief Executive to set up and maintain our internal systems, including our finance and legal requirements.

Key Responsibilities

- To work with the Artistic Producer and Associate Music Director to support the smooth planning and implementation of event logistics (accommodation requirements / rehearsal room booking) for our annual programme of artistic commissions, touring projects and one-off events
- To support partners (for example venues and festivals) to understand and make appropriate provisions that ensure disabled artists can perform at the highest level.
- Working with the Chief Executive, relevant medical support staff, and our trustee lead for safeguarding, to ensure that the organisation continues to adhere to the development and implementation of exemplar safeguarding policies and procedures to ensure a high level of care and satisfaction for musicians

The Paraorchestra and Friends

Office: We the Curious, Anchor Rd, Bristol BS1 5DB

Artistic Director: Charles Hazlewood | www.paraorchestra.com | [@paraorchestra](https://twitter.com/paraorchestra)

Registered Charity no: 1163725 | Company no: 07874922 | V.A.T. no: 142 0373 52

- To act as point of contact with partners to develop volunteering opportunities for Paraorchestra and Friends projects
- To support communications staff (in-house and freelance) to best deliver a successful promotional campaign– for example. providing images for social media and the website; updating webpages as appropriate and maintaining social media
- To work with the Chief Executive and external support staff to maintain our finance and payroll systems, and to lead on improving other areas that will enhance efficient working of the business
- To work with the Chief Executive to help build and maintain the organisation’s policy documentation (for example, on environmental sustainability) as required by trustees and key funders
- To support chosen methods of evaluation for each project, as agreed in the annual business plan or in response to key objectives set in any funding agreements
- To support the Chair of Trustees and Chief Executive to set and manage the charity’s programme of Trustee meetings
- To represent The Paraorchestra and Friends at relevant UK events, and to be an advocate and spokesperson for the organisation’s role as an ‘agent for change’ in the cultural sector

This job description cannot be all encompassing, and there will be times where other duties and responsibilities commensurate to the role will be required.

Skills & Experience

- A flexible and positive approach to team working
- Highly organised, able to work with a number of stakeholders at once, and support project management approaches
- High level of attention to detail and excellent time management skills
- An understanding of budget management, either from direct experience or from supporting others
- ICT literate, ideally with a knowledge of online social media tools
- Good communication and networking skills – ability to effectively communicate in person, in writing and by telephone
- A proven awareness and interest in arts, culture and live performance
- An understanding of disability arts and inclusion is desirable

As an organisation with a national remit, the role will include some travel. Some project may involve occasional anti-social working hours for which time off in-lieu will be offered.

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