



Job Title: Community Engagement Assistant, Christchurch Symphony Orchestra

Reports to: Community Engagement Programme Leader

Direct Reports: None

Position: 20 hours per week

Purpose of the Position:

The purpose of this role is to assist with the planning, implementation, and delivery of the CSO's Community Engagement Programme.

This role will provide administrative support for the programme including assisting with scheduling, liaising with musicians and participants, and contributing to financial reporting.

This role will also have the opportunity to be involved in a hands-on capacity, assisting with the delivery of a range of projects.

The Community Engagement Assistant is required to work closely and co-operatively with the Community Engagement Programme Leader, Artistic Assistant, musicians of the CSO and other team members.

Working Relationships

Internal:

Community Engagement Programme Leader
Orchestra Manager
Artistic Assistant
Philanthropy Manager
Musicians of the Orchestra

External:

Participants including schools, organisations and individuals

Key Accountabilities:

Key Result Area

Programme Administration

Contribute to the planning of the Community Engagement Programme as required, including developing and sharing new ideas and potential projects

Ensure that all enquiries about the Programme are responded to efficiently and in a timely fashion

Ensure that all records and administration requirements are kept up to date

Financial

Monitor assigned budgets

Compile monthly pay rosters of Community Engagement musicians for payroll

Contribute to the planning of Community Engagement Budgets as required

Funding Applications

Contribute to the preparation of funding applications as required

Contribute to the completion of audit reports for successful grant applications as required

Programme Delivery

Liaise with external participants, ensuring they are kept informed about CSO programmes and activities

Co-ordinate Programme participants and musicians

Assist with the running and delivery of projects as directed

Management Team

Works closely and cooperatively with other team members and other staff

Personal Specifications

Technical/Professional Knowledge and Experience

- Musical knowledge with practical experience
- Some teaching or education background
- Excellent communication and written skills
- Familiarity with standard office software including Microsoft Excel
- Ability to work in a challenging and fast-paced environment
- Highly organised with excellent attention to detail

Attributes/Success Factors

- Initiative and imagination
- Personal credibility and consistency with diverse groups
- Creative thinker
- Strong judgement and ability to respond effectively
- Positive attitude and strong work ethic
- Pro-active and resilient