## JOB DESCRIPTION

**Contracts and Events Administrator**

**B:Music’s mission is to** **inspire a love of live music, through performance, participation and learning.**

**Context**

Performances Birmingham Ltd is the charitable trust that manages Town Hall and Symphony Hall (THSH), two iconic venues in the heart of Birmingham. Each year, these venues welcome over half a million people to around 800 concerts and events.

The organisation has undergone a multi-million-pound redevelopment project: Making an Entrance – this project is a major transformation of Symphony Hall’s public foyer areas. A new café area and larger foyers will present an opportunity to create new food and beverage experiences for Symphony Hall’s visitors.

The successful candidate should be well organised, methodical and have attention to detail.   
  
Symphony Hall is a live music and entertainment venue, and flexibility is required around working, the successful candidate may be required to work evenings and weekends.

**Overall Purpose**

To provide comprehensive administrative support to the organisation with specific responsibility for overseeing the origination of performance contracts and associated documentation for 600 + concerts and events across Symphony Hall, Town Hall, and external venues.

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**Key Accountabilities**

* Prepare concert and event contracts and sales invoices for Symphony Hall, Town Hall, and external events, working closely with the B:Music Finance team.
* Primary responsibility for the input of PBL concert and events on the company wide event management systems.
* Ensure that any additional concert and event information is effectively communicated to all internal departments i.e. Technical, Front of House, Catering, Marketing and Communications.
* Ensure that use of SH foyers for events is put onto Artifax
* Provide efficient general administrative support to the Programming Team and Commercial Services Director
* From time to time, assist with the arrangements relating to at either Hall, booking rooms, furniture, staff and catering as required
* Liaise with programming and operational teams in facilitating relevant meetings with clients
* Help ensure event files are kept up to date
* Duties and responsibilities will vary from time to time and the post holder will be expected to perform other such duties that are reasonably comparable.
* Adhere to B:Music’s Health & Safety policies at all times and maintain a safe working environment.

**Person Specification**

* Previous experience in a similar administrative role
* Previous experience of online diary systems such as Artifax or similar
* Knowledge and previous use of Outlook, Word, Adobe Esign and similar applications
* Excellent organisational skills
* The ability to work across different disciplines whilst maintaining administrative control of each area
* Good planning and time management, with the ability to work under pressure and to tight deadlines
* Ability to operate with confidence, credibility and initiative across all functions and levels of the organisation.

**Reporting to:** Director of Commercial Services

**Department:** Commercial Services

**Contract type:** Permanent

**Salary:** £10,182 for 2.5 days per week (or job share of 3 days/2 days each week on rotation)

**Location:** Symphony Hall  
**Hours Per Week:** 18 hours per week (or 2.5 days or job share 3 days and 2 days per week on a rotational basis