**JOB DESCRIPTION** - **EVENTS and OUTREACH Assistant**

**MUSIC IN ACTION**

**JOB SUMMARY**

Music in Action is seeking an enthusiastic and pro-active Events and Outreach Assistant to join our charity events team. You will work on a range of exciting private and public events with national and international stars from Musical Theatre to guitar players and classical musicians as well as educational events providing administrative support across the organization and helping running Music in Action’s operations.

This role offers a fantastic opportunity to gain valuable experience of working in an office, creating events and marketing, and working in one of the busiest music charities in Jersey. You'll be working alongside the Development and Operations Director, the Outreach Manager, and the Development Executive.

**JOB REQUIREMENTS**

**Person specification**

**Essential**

* Highly organized individual
* Strong written skills and good verbal communication, with good interpersonal skills for communicating with Teachers, Venues, Educational Artists, Hosts, sponsors and donors.
* Ability to set, plan and prioritise tasks and resources to meet deadlines and manage time effectively, with the ability to pay attention to detail
* Pro-active approach to completing tasks and problem-solving.
* Enjoy working in a fast-paced environment.
* Positive attitude and eagerness to learn.
* Full driving license required

**Desirable but not essential**

* Passion for music and its benefits for individuals and society.
* Past experience and/or strong interest Events Management/Operations / If no past experience, cross transferable skills in relation to marketing and event management.
* Previous experience using Microsoft Office Suite / Cloud Based Storage System like Dropbox / Google Workspace (Gmail)

**Job Responsibilities**

* Work alongside the Development and Operations Director to support the planning and the delivery of events with among others, the responsibility of running the box office before, during and after events.
* Support the Outreach Manager with overall school liaison and coordinating workshop bookings and scheduling.
* Provide administrative support across the Events Team, Outreach Team, Marketing Team and Development Team when required.
* Assisting with the smooth running of the office (inventory, office supplies)
* Respond to general enquiries by members of the public.
* Developing the team of workers and volunteers in preparing for events, in conjunction with other staff or volunteers.

**Reporting Line**

The Events and Outreach Assistant reports into the Development and Operations Director.

This is a flexible opportunity which can be full time or part-time (flexible work schedule to accommodate academic/personal commitments).

This is a full time (37.5h/week) with an annual salary starting from £28k.

The position can be employed (Jersey based applicants) or self-employed if not based in Jersey.

If you're excited about this opportunity, we’d love to hear from you! Please email us with your CV and a covering letter.

**CONTACT:** [info@musicjersey.com](mailto:info@musicjersey.com)

www.musiscjersey.com