



## PA and Recordings Assistant Job Description

### ROLE

Position:	PA and Recordings Assistant
Reports to:	Managing Director and Projects and Recordings Manager
Location:	16 Clerkenwell Green, London EC1R 0QT and from March 2025 15 Rutherford Way, Wembley Park, HA9 0BP With the option to work 2 days per week from home
Contract:	Permanent, full time (four days would be considered)
Hours:	9.30am – 5.30pm (Monday to Friday)
Starting Salary:	£24,000-£25,000 per annum full time

### APPLICATION AND INTERVIEW DATES

Application deadline	Monday 22 July 2024 5pm
Interviews	Friday 2 August 2024
Format of application	Email <a href="mailto:recruitment@rpo.co.uk">recruitment@rpo.co.uk</a> with a CV and cover letter addressed to Sarah Bardwell explaining your interest in the role
Application information	Please see our <a href="#">Guide for Applicants</a> and our website <a href="http://www.rpo.co.uk">www.rpo.co.uk</a>

### PURPOSE OF THE ROLE

This role offers a unique opportunity to an ambitious individual who wishes to gain first-hand experience working for one of the world's leading orchestras.

The PA and Recordings Assistant has a dual role providing administration and logistical support for the Managing Director's office including Governance meetings (Executive Office) and for recording projects. The post reports to the Managing Director but is also accountable to the Projects and Recordings Manager for recordings aspects of the role.

The PA and Recordings Assistant ensures that the Executive Office and Orchestra's recordings projects run smoothly and by operating consistent administration processes and good record keeping maintains key company and project records. The role involves support to unique projects that are initiated directly by the Managing Director as well as recordings. The broad and varied role handles multiple activities simultaneously spanning the range of work of a modern orchestra.

### **Administration for the Executive Office**

- Arrange external meetings and online meetings for the Managing Director (MD)
- Respond to event invitations addressed to the MD, including follow ups required for directions, dress and security requirements
- Preview advance weekly diaries, moving internal meetings as required
- Support the MD with administration, including but not limited to formatting documents, researching and booking hotel / travel arrangements including visas, supporting the initiation of special events and printing and sending letters
- Coordinate and make arrangements for organisation-wide meetings such as Staff Forum, Directors' Forum, Audit Committee, Board and Orchestra Committee meetings
- Enter Board and Audit Committee meetings and the Annual General Meeting into the Orchestra's planning diary (Arts Vision)
- Take minutes at RPO Audit Committee and Board meetings and any other meetings as required by the MD, and occasionally write up meeting notes / reports.
- Add RPO concerts/events to MD's diary and MD attendance plans on a rolling quarterly basis, from the Orchestra's advance schedule
- Coordinate documents requiring signature by the MD
- Welcome visitors arriving for meetings with the MD (and other directors if required)
- Be an initial point of contact for internal / external queries regarding the MD's availability
- Assist the MD with other tasks as required

### **Budgeting and financial administration for the Executive Office**

- Track financial commitments initiated by the MD, ensuring that expense invoices are received and processed for approval and payment on a timely basis and communicate commitments to the Finance team
- Raise sales invoice requests when billings are initiated by the MD, forwarding to the Finance team and emailing sales invoices to customers
- Organise and maintain clear network folders for retention of documents to ensure a clear audit trail and ease of reference

### **Recordings administration**

- Prepare contracts and letters of agreement for clients based on standard templates as required for review by the Projects and Recordings Manager
- Enter recordings dates into the Orchestra's planning system Arts Vision (AV), uploading relevant documentation such as artists, client and venue contracts
- Assist with recordings queries from players and RPO staff
- Assist with drafting and distributing booking schedules internally, including for players

### **Recordings logistics**

- Collate parking and security lists and provide these to studios/venues
- Research and book recording studios / venues as required, ensuring facilities meet the technical and space requirements for the project
- Attend recordings sessions when required (on an occasional basis)
- Update RPO CD stock-take records and coordinate provision of CDs to concert venues for merchandise sales and to distribution companies

### **Financial administration and compliance for recordings**

- Track financial commitments made for recordings, ensuring that expense invoices are received and processed for approval and payment on a timely basis
- Raise sales invoice requests for recording projects with the Finance team
- Assist the Projects and Recordings Manager with preparing recording consent forms for recordings and obtaining musicians' signatures
- Provide the Finance team with prepared musicians' recording consent forms for completion of fee information on a timely basis
- Ensure musicians' recording consent forms are scanned for submission to recording companies and the Musicians' Union, and upload scans onto AV
- Organise and maintain clear network folders for retention of documents

### **PERSON SPECIFICATION**

- Good written and communication skills
- Strong attention to detail
- Good organisational skills
- Good Microsoft Office skills and ability to learn and operate new systems
- Interest in music and performance
- Knowledge of orchestration and orchestral music is an advantage
- Ability to maintain strict confidentiality
- Ability to handle multiple tasks with differing timescales effectively
- Good team skills and flexibility to support other team members to get work done

### **ADDITIONAL BENEFITS**

- 25 days annual leave per annum
- 8 Bank holidays
- Entitlement to leave during the Company's annual (Christmas) shut down (generally 3 days)
- Time off in lieu for work on weekends or Bank holidays
- Pension scheme with an employer contribution up to 6% of salary
- Interest-free loan for an annual travel season ticket after six months