



JOB DESCRIPTION

Thames Youth Orchestra Voluntary Administrator

Hours: Part time, as required (estimated 2 hours per week during school term time – if more, these will be paid for)

Salary: £7.00 per hour for hours above 2 in any week. (This may be required at the start of the new year, or at the run up to the tour)

Base: Tiffin / Tiffin Girls School / Home on line

Accountability: Accountable to the Chair and Director of the Thames Youth Orchestra

Job Summary

The 'volunteer' administrator provides administrative support for the Thames Youth Orchestra including managing membership subscriptions, information and communications with orchestral members.

Key Tasks

1. Maintain an accurate database of member information – emails, addresses etc
2. Request, collect and record all annual subscriptions, keeping a record of members payment status and chasing late payers
3. Request, collect and record all tour payments, keeping a record of payment status and chasing late payers, in liaison with treasurer and tour manager.
3. Prompt sub and tour payment at rehearsals

4. Maintain an attendance register at rehearsals, informing the Director of any unexpected absences
5. Liaise with the Director concerning the development and maintenance of the orchestra website.

Communications

1. Draft and send, by email and/or post, all orchestral communications to members and their parents, about rehearsal schedules, planned concerts and concert requirements, under the direction of the Director.

Other

1. To carry out any other duties as required by the Director of the Orchestra.

September 2007