



## VOLUNTARY ADMINISTRATOR

### JOB DESCRIPTION

Hours: Part time, as required (estimated 2 hours per week during school term time)

Salary: £7.00 per hour for first 2 hours in a week. Extra hours, £4.00 per hour.

Base: Tiffin Girls' School / Home on line

Reports to: Orchestra Manager

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

#### Key Tasks

- Maintain an accurate database of member information – emails, addresses etc
- Request, collect and record all annual subscriptions, keeping a record of members payment status and chasing late payers
- Request, collect and record all tour payments, keeping a record of payment status and chasing late payers, in liaison with treasurer and tour manager.
- Prompt sub and tour payment at rehearsals
- Maintain an attendance register at rehearsals, informing the Director of any unexpected absences

#### Communications

- 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 Orchestra Manager

#### Other

- To carry out any other duties as required by the Orchestra Manager