



We are looking for an

## **Administrator and Coordinator**

### **The Tertis and Aronowitz International Viola Competitions**

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#### **Role Summary:**

Manage administrative and coordination tasks for two international viola competitions and related events, ensuring smooth communication, organisation and compliance across all office procedures on a daily and long-term basis.

A successful competitions Administrator and Coordinator will act as the point of contact for all employees, stakeholders and trustees, providing administrative support and managing their queries. If you have previous experience or similar administrative/coordination role, we'd like to meet you. Our ideal candidate would have experience in using office management tools.

#### **Key Responsibilities:**

- Handle communications for competitions: applications, applicant screening, scheduling, accommodation, and prize collection and distribution.
- Organise and schedule competitions, coordinating logistics such as travel, accommodation, and subsistence for staff and jury members.
- Maintain various databases (VIPs, contacts, media, international conservatoires, trade specialists, amateur orchestras).
- Liaise with multiple stakeholders including The Glasshouse, councils, societies, universities, composers, jurors, pianists, trustees, social media and fundraising teams, prize donors, and livestream teams.
- Prepare and enforce policies (GDPR, safeguarding, codes of conduct) and check performance licenses for under-18 participants.
- Manage financial tasks: budgeting, payments, preparing accounts for accountants and regulatory bodies.
- Support PR efforts by drafting copy for bids, letters, and promotional materials.

- Coordinate festival programming in collaboration with venues, performers, education teams, and parents.

### **Requirements and skills**

- Proven work experience as an Administrative Officer, Administrator or similar role
- Solid knowledge of office procedures
- Experience with office management software like MS Office (MS Excel and MS Word, specifically)
- Strong organisation skills with a problem-solving attitude
- Excellent written and verbal communication skills
- Attention to detail
- Able to work under pressure
- Qualifications in Office Administration are a plus

### **Terms & Remuneration:**

Freelance basis, hourly paid £21.00/hour. Approximately 8 hours/week – some weeks more, some less. Busier patches around application deadlines and full-time over the competitions. This job is remote working.

Please visit our website for more information about us: [Tertis and Aronowitz International Viola Competitions - Tertis and Aronowitz International Viola Competitions](https://www.tertisaronowitzviolacompetitions.org.uk)

### **Applications:**

For further information or to arrange an informal chat, please contact us:

[admin@tertisaronowitzviolacompetitions.org.uk](mailto:admin@tertisaronowitzviolacompetitions.org.uk)

Applications to: [admin@tertisaronowitzviolacompetitions.org.uk](mailto:admin@tertisaronowitzviolacompetitions.org.uk) to include covering letter and why you are interested in the role, CV and the name, email, phone and postal address of 2 referees.

**Closing Date: 12noon Monday 23 June 2025**

Shortlisting: Wednesday 25 June 2025 by 5pm; please note, that if you have not heard from us, we thank you for your application, but you will have not been successful on this occasion.

Interviews: Monday 30 June 2025

Start Date : to be negotiated at interview