



Temple Music

Temple Music Foundation
The Master's House
Temple Church
Off Fleet Street
London EC4Y 7BB
020 7427 5640
www.templemusic.org

Job Description	Temple Music Co-ordinator
Role Outline	To co-ordinate the administration of the Temple Music Foundation, particularly focusing on box office (the Co-ordinator is the public's point of contact with Temple Music), event marketing, database & website maintenance, directors meetings, general office administration
Reports to	Chairman, Temple Music Foundation
Hours of work	Monday to Friday 9.30am-1.00pm
Remuneration	IRO £25,000 per annum pro-rata

Background Information

The Temple Music Foundation was established in 2002 to support the choir of the historic Temple Church, and to present non-liturgical music concerts and events in the Temple, an area of considerable historic significance located between Fleet Street and the Embankment.

The TMF produces and promotes:

- Non-liturgical concerts by the Temple Church Choir
- Recitals by Temple Song
- Concerts by visiting groups
- Other musical performances and events relating to the Temple and its work in general

Detailed work

Box office

Temple Music operates its own box office through its website, postal bookings and the box office/enquiry phone line. Work relating to Box Office:

- Attending the office and taking calls each day between 9.30 am and 1.00 pm
- Processing telephone and postal bookings
- Working with the Concerts and Events Manager to produce and distribute tickets
- Maintaining box office records on Excel spreadsheets

Marketing and PR

Marketing events in the Temple effectively is critical to the achievement of financial targets. Some experience and a will to develop this aspect is essential. Work relating to marketing:

- Maintaining Temple Music database (Microsoft Access)
- Assisting in preparation and distribution of posters and flyers
- Liaising with mailing house re mailings
- Processing local mail-outs
- Researching and developing new and broader marketing opportunities
- Ensuring listings are routinely informed and other press opportunities are maximised

Concerts/Events

Temple Music promotes non-liturgical choral concerts associated with the Temple Church Choir and other music events in the Temple. Work relating to concert and events:

- Setting up the Temple venues with the Concerts and Events Manager
- Arranging regular volunteers to attend and help with events
- Attending events working as part of the front-of-house team, including manning the box office

Internet and website

- Maintaining and editing the Temple Music website
- Updating with news and other event details
- Responding to website requests for information



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Financial administration

- Administration of day-to-day accounts, box office credit card transactions
- Maintaining budget records on Excel spreadsheets
- Liaising with Inner Temple Finance Department which administers Temple Music Foundation accounts
- Arrange artists' payments

Board Meetings

- Directed by the Chairman, organising meeting dates, room booking and paperwork for the Foundation's Board of Directors
- Taking minutes of Board meetings

General office support

- The Temple Music Co-ordinator is the TMF's main point of contact with the public, and deals with general telephone and postal enquiries and callers
- General office administration
- Liaison with the Temple Church, Inner Temple and Middle Temple
- Provide administrative support to the Executive Producer, Development Consultant, the Concerts and Events Manager

Miscellaneous

The role cannot be definitive and the Temple Music Co-ordinator role will of necessity be flexible. Due to the nature of the Foundation's activity, events take place outside the hours of work specified and the post-holder will be required to attend such events as part of the job. Other projects or tasks may develop as directed by the Chairman, and other duties as may reasonably be required.

PERSON SPECIFICATION

Essential Requirements

- Excellent organisational and administrative skills
- Computer literate to fluency, with particular experience in Microsoft Word Outlook, Excel and database work
- High level of written and oral communication
- Enthusiasm and self-motivation
- Ability to work effectively without supervision
- Telephone manner which is fluent and helpful, as well as efficient and clear

Desirable Requirements

- A higher education level qualification
- A minimum of two years' experience within an arts setting
- A general knowledge, understanding and appreciation of classical music

Application:

Please apply by email or in writing and enclose a full CV, together with a covering letter to:

tmf@templechurch.com or

The Chairman, Temple Music Foundation, The Master's House, off Fleet Street, London EC4Y 7BB

The Temple Music Foundation is a registered charity and company limited by guarantee and is managed by a board of directors

For more information about Temple Music please visit our website www.templemusic.org