Charity Reg: 1154859
info@constella.org.uk
www.constella.org.uk

Constella Music
Artistic Director – Leo Geyer

Supported using public funding by
ARTS COUNCIL ENGLAND

Constella Freelance Administrator – Role Profile

About Constella

Constella Music is the creative powerhouse behind the award-winning composer and conductor, Leo Geyer. Constella Music publishes and performs Geyer's work spanning opera, dance, film, concert music, and acts as production company for Geyer's increasing portfolio in broadcast presenting. Collaboration sits at the heart of Constella Music, encompassing pioneering professional musicians and dancers, and collaborations with visual artists, poets, historians, garden designers, architects, scientists, healthcare workers and more. The driving energy behind Constella Music is harnessing the expressive power of music for social good.

Our vision is for classical music and ballet to be appealing, relevant and accessible to 21st century audiences, through daring, bold and creative interdisciplinary works.

Key Accountabilities

General Administration and project management
- Assist with the overall daily management of our Connecting Stars Initiative
  o Manage Connecting Stars artists and care home bookings, using our booking application
  o Assist with issue resolution
  o Organise regular monthly group concerts, usually theme based
- Minute project meetings, maintain the actions log
- Monitor and manage the info@constella.org.uk mailbox

Business Development Connecting Stars
The success of Connecting Stars relies on participation of care homes across the UK, it will be required on a regular basis to reach out to the care home network, councils and relevant organisations to enlist new care homes.

Social Media Management
Constella uses social media to generate interest in its projects and productions. We are looking for a candidate with experience in proposing and writing engaging content and posting social media updates on our various channels incl. Facebook, Twitter and Instagram. It would also a plus if you have experience in website design (Wix).

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Fundraising

Constella's continued success is dependent on grant income, business sponsorship, donations and ticket sales.

Part of this role will require you to assist in drafting fundraising applications for Connecting Stars and manage and maintain our fundraising database

Production support

In addition to providing financial and project management support, there will be opportunities to support production planning and delivery, involving:

- Research
- Maintain contact sheets and distribution lists for productions
- Minute production meetings and follow up on agreed actions
- Support the creative producer to plan and deliver productions
- Support performances

Essential Skills, Knowledge and Experience

Performing Arts

Passionate about the performing arts, including music, opera and ballet

Social Media

- Experienced in developing professional looking social media posts for different social media channels
- Data analysis

People Skills

Excellent verbal and written communication skills

Flexible, tactful, courteous and calm approach

Understands/ responds to the needs of artists and customers, happy to take initiative

Ability to instil confidence

Care home/ Social care sector

Interested in making a positive difference to the lives of care home residents

Other Skills

- Proficient Microsoft Office User, good knowledge of Word & Excel
- Familiar with Google Drive
- Experienced user of Social Media in a professional capacity
- Strong communication and organisational skills

- Accuracy and attention to detail
- Confident working independently
- Excellent time management

Location

- Working from home,
- Weekly team meeting via Zoom
- Monthly team meeting in Somerset House
- Production and rehearsal venues

Hours

min. 10h/ week; between 10am-4pm; ideally Thursdays and Fridays, but Wednesdays and Thursday can also be considered.
Weekly virtual Constella team meeting, Monday mornings, but there is some flexibility to change day/ time if required

Remuneration

Hourly rate £12/h

Interested applicants should send their CV with a short cover letter by the 12th April 2024 to:
info@constella.org.uk