

Application for the position of:

Admin and Social Media Assistant

- Part-time (0.5 FTE; 2.5 days a week)
- Fixed term: 1 year
- £22,000 pro rata

Celebrating chamber music's tradition and exploring its future.

We are looking for an organised, creative, and motivated individual to join our small team and help us to make exciting things happen in Scotland's chamber music sector. As part of our team, you will work on raising our profile, audience reach, and strategic targets through supporting administration and developing digital content.

About us

CMS is the national body for chamber music in Scotland. We support the wider Scottish chamber music sector to grow and develop as a creative, inclusive, and unique environment with its own sense of identity and place on the world stage.

What we do

- Work with Scottish-based musicians to support their creativity and well-being, and help them develop sustainable careers creating and performing chamber music
- Support and develop local music organisations across Scotland to provide high-quality live music, particularly to audiences in more rural areas
- Reach communities across Scotland to deliver creative experiences to those with limited access to the arts
- Commission and create new works and projects, working in collaboration with artists
- Creatively explore Scotland and its relationship with its landscape, people, and natural resources, including sustainability and helping to protect the wider environment



The role

Main duties:

- Providing administrative support for the organisation's day-to-day activities
- Contributing to the effective delivery of projects and events
- Acting as a first point of contact for enquiries made via email, phone, and social media
- Maintaining social media platforms and updating website content

The post holder will work from our office in Glasgow city centre and remotely from home. Some national travel may be required. Working days will be agreed with the management team.

Knowledge and skills required

Essential:

- Excellent communication skills, both verbal and written
- Knowledge of all Microsoft Office packages and Google Workspace
- Strong administrative skills
- A good understanding of social media and digital marketing
- Ability to prioritise your workload and handle multiple tasks simultaneously
- Ability to work effectively within a small team

Desirable:

- Experience of working in the arts
- Knowledge/experience of marketing
- Experience of producing digital content

How to apply

Please email your CV and a covering letter detailing why you are interested in this post and how you meet the criteria to info@chambermusicscotland.com. Applicants must also complete our [Equalities Monitoring Form](#) online or by returning a hard-copy along with your application.

Deadline for applications is 12pm midday on Wednesday 6th December 2023.

Interviews are currently scheduled to take place on Monday 18th December 2023.

The position will be available to start immediately after our Christmas closure.

If you have any questions about the role or you require this document in an alternative format, please contact us at info@chambermusicscotland.com.