

University of York Music Press

Assistant Administrator (part-time)

University of York Music Press (UYMP) publishes new music by living composers. A registered charity, UYMP is committed to supporting its current, established composers through the publication and promotion of their work. We also support initiatives that encourage the development of emerging composers, particularly those based in the North of England.

We're looking for a part-time Assistant Administrator to join our small, York-based team. This role will focus on the administration and operation of the UYMP office, supporting the Administrator.

Job Description

This is a part-time (7.5 hours per week excluding breaks) employee position. You will be expected to spend at least half of your time in the office each week. The allocation of working hours across the week is flexible and some work from home may be possible.

UYMP is looking to grow its operating base and there may be scope for the successful candidate to increase hours in the future, depending on capacity.

Responsibilities

The Assistant Administrator will contribute to general office duties, as required. These will include (but are not limited to):

- Score receipt
- Catalogue management
- Distribution
- Responding to queries
- Contracts
- Copyright and rights
- Archive administration

Who we're looking for

The person appointed will join our small existing team, contributing to the development of the UYMP, but will be able to work independently.

They will bring a creative energy and good communication skills to this role.

They will have a knowledge of contemporary music and an interest in working with composers and promoting new work.

They will possess fluent and efficient office skills.

About UYMP

We are currently a small team of part-time employees based in York, who work flexibly. We are creative and entrepreneurial in our approach to our work and supported by an experienced Board of trustees.

Working closely with the Administrator, you will play an important part in supporting and developing the company.

- The position is 20% full-time equivalent (7.5 hours per week excluding breaks).
- Confirmation of the position is subject to a 6-month probationary period.
- Flexible working options are available between the office and home, subject to agreement.
- UYMP pays Real Living Wage rates as recommended by the Living Wage Foundation. The salary will be a minimum of £5,824 per annum (20% of a full-time equivalent salary of £29,120).
- The annual leave will be 33 days including English Public Holidays/Extra Statutory Days, pro rata.
- You will be enrolled into an 'auto-enrolment' pension scheme under the current pensions legislation.
- Notice can be served by either party, giving one month's written notice of intent.
- Applicants must be able to prove that they already have the right to work in the UK.

How to apply

To apply, please send your CV and a letter outlining your interest in the position and how your skills and experience would fulfil the requirements of the role. You can **submit this as a written application or provide your answers via a video recording (no more than 5 minutes)** and email it to niki@uymp.co.uk with subject line 'Assistant Administrator Application'. You will receive either an auto-reply or an acknowledgement of receipt of your application. Should this fail to reach you, please phone the UYMP office – 01904 322434 – and leave a message.

If you have any access needs or other practical questions you would like to discuss before applying, please email niki@uymmp.co.uk

UYMP is an Equal Opportunities employer. Applicants who wish to disclose one or more protected characteristics are asked to make us aware of this in the cover email rather than on the application form. All candidates who meet the minimum requirements of the role will be part of a longlist, from which those who most closely meet the requirements will be shortlisted. At this stage we will ensure that this includes any candidate on the longlist who has disclosed a protected characteristic which is currently under-represented within the UYMP staff team, e.g. Black, Asian, ethnically diverse, D/deaf or disabled. Those assessing the applications will then compile a representative and manageable number of candidates to interview.

The closing date for applications is 16th April.

Interviews will take place online, on 30th April. If required, we may hold a second round of interviews – in person or online – on the week commencing 5th May.