



Administrator, part-time temporary

Salary £6,000 per annum

(8 hours per week) Invoiced and paid monthly from September 2024 – June 2025

Northern Lights Project is hiring an experienced and enthusiastic administrator, with an in-depth understanding of experimental and contemporary music as well as experience working in an arts organisation and charity.

Responsibilities include:

- Overseeing travel bookings, accommodation, insurance, and other practical matters related to visiting artists.
- Liaising with venues to ensure that any relevant technical requirements are considered for all events.
- Contracting of performers and commissioned composers and arranging all fee payments.
- Maintaining policies including Child Protection, Equality and Risk Management.
- Maintaining detailed financial and information systems.
- Assisting with event management, providing assistance to musicians at events, liaising with venues and assuring the smooth running of events.
- Coordinating all aspects of the planning, budgeting, marketing, press/PR, and delivery of the year's programme, ensuring the timely and accurate supply and updating of information to all relevant parties, both internally and externally.
- Compiling press releases, press interviews and general promotion. Development of professional marketing materials as a means of promotion. Providing copy, programme notes, organising photography/artwork.
- Assisting with fundraising and providing detailed reporting to funders and other stakeholders.

Essential Criteria

- Proven experience in providing an effective and efficient administration service.
- Proficient in Google Workspace or similar.
- In-depth understanding of contemporary and experimental music.
- Excellent communication skills, both oral and written.
- Ability to organise efficiently and prioritise to meet deadlines.
- Experience of working in an arts organisation or events production environment.
- Fluency with marketing on social media.
- Flexibility in working hours and environments, and availability to work evenings or weekends at events throughout the year.

Location: Derry, in-person at Northern Lights Project office.

Applications must be received by Tuesday 27th August and should include a CV and cover letter. Interviews will be held before the end of the month. Applications should be sent to info@northernlightsproject.org

PRINCIPAL FUNDER

