



**Post:** Assistant to the Directors

**Reports to:** Finance/Operations Director

**Location:** Remote and in MDE's London based office once established

**Hours:** 18 hours per week

**Salary:** £12,000 per annum plus contributory pension

### **Role description**

The post-holder will be responsible for overseeing the efficient administration of Music Declares Emergency. This will include supporting the MDE team with communications, record-keeping and organising meetings and events. They will work closely with the three directors.

This is a great opportunity to work for a growing charity, and be involved in every aspect of its work.

### **Context:**

Music Declares Emergency is a group of artists, music industry professionals and organisations that stand together to declare a climate and ecological emergency and call for an immediate governmental response to protect all life on Earth. Supporters include: Universal Music Group UK, Warner Music UK, Sony Music UK, Beggars Group, Live Nation, AEG Presents.

Music Declares Emergency has 3 key goals

1. Help musicians use their cultural influence to engage audiences with the issues – empowering artists with the tools they need to speak powerfully and confidently as part of a community.
2. Engage audiences in positive messages, behaviour change and climate action - using the influence of music to shift the dial on public opinion.
3. Support the music industry to become a cultural leader - promoting, accelerating and facilitating the steps forward the industry needs by creating a space for open collaboration, information exchange and coherent public messaging.

## **Main Tasks**

### **Administration of the charity**

Arrange and service Zoom and in-person meetings, including minute taking  
Deal with e-mail, Zoom, Slack and occasionally mail  
Maintain inventory of MDE's office supplies and promotional materials.  
Provide general administration support to the team  
Produce documentation for administrative processes across all areas of work  
Support the induction of new staff

### **Events Organisation**

Work with the MDE team to arrange and deliver training events and conferences including identifying and booking venues, organising catering, managing bookings, producing materials.  
Work with the MDE team to coordinate festival volunteering, including volunteer recruitment, training and scheduling, and festival liaison.  
Arrange and support quarterly board meetings, including minute-taking.

### **Communications**

Help to produce regular Fan Club for Climate and Declarer mailings, initially through Mailchimp.  
Update website and help to administer social media inboxes and interactions  
Administer MDE's fundraising sites (Crowdfunder, Donr)  
Maintain MDE's CRM system

### **Finance**

Ensure MDE's financial record keeping is up to date by inputting all financial transactions into the finance system and filing all paperwork.  
Process income and expenditure including banking cheques, making payments, issuing invoices, receipts and securing payments.  
Help to administer the monthly staff payroll  
Manage the pensions administration

### **Other tasks**

Manage and work with volunteers as appropriate  
Undertake other tasks identified by MDE as relevant and commensurate with the post

## **Person specification**

### **Essential**

At least 2 years experience of working in an administrative capacity and of developing and implementing administrative systems and processes.

Excellent IT skills and proficiency in use of Google Docs and Microsoft applications.

Highly numerate and the ability to process data accurately and efficiently, with a strong attention to detail.

Experience of setting up and maintaining effective record keeping systems

Ability to act on own initiative to introduce and develop new systems as appropriate

Experience of organising meetings and taking minutes

Excellent interpersonal skills and ability to communicate clearly and effectively, in a professional and courteous manner, with a wide range of people both in writing and verbally

Ability to prioritise workload, to work under pressure and meet deadlines

Ability to work flexibly, assist other staff and respond to changing priorities

Ability to work effectively as part of a small team and independently as required.

Understanding of and commitment to MDE's aims and values

Ability to work occasional evenings and weekends by prior arrangement

### **Desirable**

1. Understanding of current issues around climate change
2. Knowledge of the music industry
3. Experience of organising events
4. Experience of using databases and Customer Relationship Management systems
5. Experience of working with QuickBooks (or other online accounting software)
6. Experience of producing newsletters or similar

## How to apply

Please fill out the The MDE application form at

<https://forms.gle/ieHEQMjhJHPFHQpr5>

The closing date for applications is 10am on **Wednesday 19th October**

Interviews will be held on **Thursday 27th October**

We aim to provide feedback where possible, but in the event of a large number of applications, we will be unable to provide feedback on unsuccessful applications.

If you have any questions about the process, please email

[james@musicdeclares.net](mailto:james@musicdeclares.net).