

RED NOTE ENSEMBLE LTD: Administrator (new position)

Red Note Ensemble Ltd wishes to appoint (commencing as soon as possible after April 1st 2015) an **Administrator** (0.8 FTE (£18,750 full time pro rata)) to be based at the Company's office in the Summerhall arts complex in Edinburgh.

Red Note Ensemble is Scotland's contemporary music ensemble, performing throughout Scotland and internationally. Forward-thinking and dynamic, the company plays a leadership role nationally and internationally in the development of new music and the engagement of new audiences through its busy annual schedule of events, many of them cross-artform.

The purpose of the role is the efficient and timely day-to-day administration of the company, including maintaining up-to-date schedules, book-keeping, liaising with performers, booking travel and accommodation, attending and assisting with the management of events, and acting as a central point of contact. The postholder will report to the Chief Executive and work closely with the Artistic Directors, the newly-appointed Director of the Access, Engagement and Participation programme, and other staff members and players.

Full details available upon request. Please address all enquiries via email to:

John Harris, Chief Executive and Artistic co-Director, Red Note Ensemble Ltd

john@rednoteensemble.com

The closing date for applications will be 5pm on 9th March 2015.