



## Administrator

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| <b>Pay:</b>             | £6,000 fixed fee              |
| <b>Contract period:</b> | 12 months                     |
| <b>Contract terms:</b>  | Freelance, part-time          |
| <b>Location:</b>        | Remote, with travel as agreed |
| <b>Reports to:</b>      | Managing Director             |

The Radio Academy is the UK audio industry's membership charity, to celebrate and support people in radio and audio. Our annual calendar includes the ARIAS, Radio Academy Festival and 30 Under 30.

### How to apply

Please provide your CV and a cover letter of no more than one side of A4, outlining how you feel your skills and experience are suitable for this role.

Send your applications or any questions to: [aradhna@radioacademy.org](mailto:aradhna@radioacademy.org)

**Closing date for applications:** 9am on Sunday 10th September

**Interviews will be held:** Thursday 14th September

**Contract start date:** Monday 18th September

### Role specification

This is an ideal opportunity for somebody starting their career in audio or radio, to be a core member of The Radio Academy team and learn about the professional audio landscape. The Administrator works directly with the Managing Director to manage the general enquiries inbox, administer membership queries and co-ordinate UK-wide industry events.

Suitable candidates will have a passion for audio and radio and an interest in membership and events. The role requires good communication skills, a proactive and flexible approach, and the ability to work remotely and independently, as well as with a small team.

This role is freelance with a fixed fee against set deliverables. The expected time commitment is approximately 5 days per month however this is indicative only and the successful candidate will manage their own time as appropriate. The fee is set at such a level as to compensate for the need for occasional additional hours. We will ensure that you always receive no less than the National Living Wage.

### Key outputs and responsibilities:

- Manage general enquiries and maintain The Radio Academy inbox, including questions about membership, events, our resources or website.
- Basic administration of membership, such as investigation into and correspondence about payment issues, managing expired memberships and maintenance of membership lists.
- Coordinate logistics of up to 4 London-based events, including set-up and administration of ticketing site, attendee queries, membership checks, attendee registration at the event and supporting the event producer at the event. Some travel may be required to London by prior agreement.
- Coordinate ticketing and attendee enquiries for between 12-20 regional events, supporting the branch chairs in the lead up to the event and wrap up afterwards.
- Coordinate volunteers, including managing applications for working with The Radio Academy.
- Provide regular reports to the Managing Director on membership and event administration.

### Desirable skills and experience:

- Professional communications skills.
- Comfortable working with a pro-active, systematic approach.
- Adaptable approach to identifying and offering solutions.
- Confident working with different web-based computer applications, though no prior experience of specific systems is necessary.
- Interest in audio and radio, and appreciation of key players and areas in the industry.
- Passion for equity and accessibility.

**To apply, please send your CV and one page cover letter to [aradhna@radioacademy.org](mailto:aradhna@radioacademy.org) by 9am on Sunday 10th September.**

### About The Radio Academy

Founded in 1983, The Radio Academy is the UK radio and audio industry's charity, dedicated to the development, promotion and recognition of excellence in UK radio and audio, by supporting our people. We are funded by annual membership from individuals and companies, and through sponsorship of our events and schemes.

We host a varied programme of events and schemes throughout the year, bringing together creative people from across the industry for debate, networking and celebration. The Radio Academy celebrates diversity in all its forms, and aims to break down barriers, champion equity, and be representative of the country and the industry in all our activities.