



Music Teachers' Association Job Pack

Operations Assistant - March 2025

About the Music Teachers' Association

The MTA is a membership association with the aim of supporting music teachers to deliver exceptional music education to the young people of today.

We have 500 individual members in our database, spanning classroom teachers, instrumental teachers, music administrators and freelance educators. We also have 70 corporate brand that join as members with a view to promoting their products and services to our teaching membership.

The MTA support several education resources for teachers including:

- Our termly Ensemble magazine
- Regular webinars and online events
- A 250-delegate conference, packed with CPD sessions, keynote speeches, a lively trade fair and networking opportunities
- An award-nominated podcast, Teaching Notes
- An annual independent school directory
- Fortnightly e-bulletins with news from our membership
- An online membership platform, where members can connect, and access the back catalogue of publications and recorded webinars
- Specially commissioned education resources
- Dedicated social media groups
- MTA Connect events across the UK
- Ad hoc support to members

Our team is led by a President, who is a volunteer, and who devotes a two-year term to their position. They are supported by officers and a committee. The employee team drives forward the strategy and operations of the organisation and comprises a Head of Growth and Operations, Operations Manager, and an Operations Assistant. We also use freelancers and contractors for specialist functions, such as publishers, designers, and IT support.

Operations Assistant

Role Brief:

Working closely with the Operations Manager and Head of Growth and Operations, the post will provide general operational assistance to the MTA and its membership. We are seeking someone with a strong interest in music education and a can-do attitude.

Reports to: Head of Growth and Operations

Contract: Fixed term until Friday 18th July (with the possibility of extension).

Part time – 15 hours per week, term time only (39 weeks per year).

We welcome flexible working arrangements.

Salary: £23,000 FTE, pro-rated

Location: Home-working, with a £26 per month stipend. UK travel will be required to committee meetings, team meetings, conferences, events and meetings; expenses will be reimbursed. The role may require evening and weekend work, with TOIL provided.

Other: Generous holiday allowance, auto-enrolment to the NEST pension scheme.

Key dates: Ideally, the successful candidate will be available to support the set up and running of the conference, from Thursday 15th to Sunday 18th May 2025. Please let us know if your application email if you are not available on these dates.

Principal accountabilities:

- Act as the key point of contact for membership and general enquiries by email, managing the 'admin' inbox (with support from the wider team)
- As a super user of the Customer Relationship Management system, assist in the management of content on the CRM, in particular membership data
- Support in servicing the membership, facilitating membership payments, renewals, welcome information etc.
- Support the Operations Manager in the smooth running of all events (annual conference, online events, webinars), including scheduling online events, collating papers and resources, etc.
- Liaise with schools in the collation of materials for the independent school Directory
- Liaise with any freelance or contracted staff in the process of producing publications
- Liaise with the Treasurer and Accountant to support invoicing and prompt payment of membership, event and advertising fees

Training will be provided in all tasks as required, and in the specific systems used by the Music Teachers' Association. The role brief is not intended to define all day-to-day tasks and responsibilities. The successful candidate will be expected to undertake other activities commensurate with the role.

Person specification

Whilst enthusiasm and a willingness to learn are the key characteristics we will be looking for; the following skills and experience will also be sought throughout the application form and interview process:

Essential

- Demonstrable interest in music education
- Proven literacy, numeracy and IT skills, with good attention to detail
- Ability to work effectively as part of a small remote-working team
- Proven customer care skills that can be transferred to supporting our membership
- Excellent communication skills – both written and verbal

Desirable

- Experience of software packages (this post will primarily be using Microsoft Office, Wordpress and our membership CRM database) and an ability to learn new systems quickly
- Some experience of administrative work, via previous employment or voluntary roles
- Experience of a membership organisation - be that as a member, volunteer or employee
- A knowledge of the wider arts and education sector
- Experience in creating engaging content for social media

How to apply

Please complete our application form which you can download from the link below. Please return your completed form to directory@musicteachers.org with **Operations Assistant** in the subject line.

The closing date for applications is **12.00noon on Friday 11th April 2025**. Early applications are preferred.

Interviews will take place during the week commencing Monday 14th April.

Preferred start date: Monday 28th April

[Apply now](#)