Classes and Events Administrator

Scottish Culture & Traditions (SC&T)

Scottish Culture and Traditions (SC&T) is a charity registered in Scotland and based in Aberdeen. We provide education and performance opportunities in Scottish traditional music, song and dance. Our adult and youth evening classes run primarily during the academic year with occasional workshops and events occurring throughout the calendar year.

SC&T is looking for an organised, approachable and proactive Classes & Events Administrator to support the smooth running of our adult and youth programmes in Aberdeen.

This is a varied role combining administration, communication and practical coordination. The postholder will work closely with tutors, participants, the SC&T management team and board to ensure classes, workshops and events are well organised and everyone has the information and support they need.

The role requires some evening and occasional weekend working,

1. General Responsibilities – Adult & Youth

The Classes & Events Administrator will:

- Coordinate termly preparations, including tutor availability, rooms and key dates.
- Maintain accurate class, tutor and participant records and forward plans.
- Set up and maintain classes on Thinkific, SC&T's online booking and course administration system.
- Liaise regularly with tutors and ensure they receive contracts and relevant information.
- Respond to participant, tutor and general enquiries.
- Prepare and distribute welcome information, newsletters and other communications.
- Coordinate practical arrangements including venues, rooms and instrument hire.
- Organise participant and tutor evaluation and feedback.
- Support the planning and delivery of workshops, training and other SC&T events.
- Keep the management team updated on progress, deadlines and any issues requiring action.

2. Adult Programme

For the Adult programme, the Administrator will, in conjunction with the classes sub-committee, take a lead role in:

- Setting up and coordinating classes across the autumn, spring and summer terms.
- Organising the adult end of term concerts, including venue arrangements and coordinating running orders with tutors.
- Facilitating Come and Try events.
- Organising annual tutor training.
- Coordinating workshops and confirming tutors, venues and practical arrangements.

3. Youth Programme

Working alongside the SC&T Youth Programme Coordinator, the Administrator will support the Youth programme with:

- Setting up and coordinating classes across the autumn, spring and summer terms.
- Termly administration and communications for youth classes and activities.
- Scheduling and practical arrangements.
- Participant registration, records and communications.
- Instrument hire.
- Workshops and concerts.
- Providing administrative support for youth activities as required.

Skills & Experience

We are looking for someone who is highly organised, dependable and comfortable managing several priorities at once. You should have excellent attention to detail, strong written and verbal communication skills and confidence using spreadsheets and online systems.

You will be comfortable communicating with tutors, participants, families and external organisations and able to work independently while knowing when to raise an issue or seek guidance.

Experience of coordinating classes, events, arts, education or community programmes would be an advantage, as would experience of working with freelance tutors or using online booking systems.

Reporting & Support

The Classes & Events Administrator will work within agreed SC&T procedures and report to SC&T Chair, working closely with the SC&T Youth Programme Coordinator, the SC&T adult classes sub-group, and designated board members.

The Administrator will be responsible for the day to day administration and coordination of agreed activities, while key organisational decisions and approvals will remain with the appropriate manager or board member. For example, tutor contracts and contractual terms will be agreed by the chair/designated board member, with the Administrator responsible for preparing and distributing the approved documentation.

Success in the role will mean that classes and events are well organised, tutors and participants are well informed and supported, records are accurate and up to date, and key preparations and deadlines are completed on time.