

## CATALOGUING AND OFFICE ADMINISTRATOR

### Job description

Permanent role, 35-37.5 hours per week, worked Monday to Friday.

SOUNZ is looking for an experienced Cataloguing and Office Administrator with high level administration and customer service skills and the ability to read music. This role reports to the Executive Director and works closely with other staff.

### Customer service

- Reception duties, answering and re-directing phone calls and emails
- Collecting, distributing and sending mail
- Fill library and sales orders including score-making where required, following SOUNZ library and retail processes
- Follow up reserves and overdue items
- Prepare hire scores and parts
- Prepare and fulfill standing orders
- Other customer service tasks as required

### Cataloguing and library

- Acquisition and cataloguing physical and digital content into Te Arapūoru in an accurate and timely manner in line with the collection policy priorities
- Prepare licensing contracts with composers and other contributors following sign-off from the Executive Director
- Assist contributors in submitting materials to the collection where necessary
- In consultation with the Executive Director actively identify and contact composers and performers who would be appropriate to include as SOUNZ contributors
- Contribute to on-going maintenance and development of the relevant areas of SOUNZ Online platform

### Premises and office administration

- Ensure all displays are kept tidy and up-to-date
- Assist with shelving library, magazine and retail items
- Keep public and personal work areas clean and tidy
- Fulfill a range of regular administration tasks
- Maintain levels of stationery and other supplies for all office needs

### Projects

- Work with staff to implement the SOUNZ Digital Plan 2018-19 and other on-going initiatives
- Assist with preparation of scores for SOUNZ Contemporary Award, NZ Composer Sessions, trade fairs and other events

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SOUNZ is a registered charity: CC22488

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sounz.org.nz

- Represent SOUNZ at trade fairs, events and conferences to sell and promote SOUNZ products as required (some travel is required)
- Assist other staff with project administration as required

### **ISCM World Music Days**

- Provide administrative support for the 2020 ISCM World Music Days festival as delegated by CANZ in liaison with SOUNZ

### **Other responsibilities**

- Attend staff meetings
- Assist at board meetings as required
- Work with the Collection and Curation Administrator to identify new resources for the collection and in collating resource lists for content and SOUNZ news
- Occasionally work above and outside normal hours may occur (for which time in lieu is arranged.)
- Support for logging SOUNZ Online problems
- Other duties as agreed with the Executive Director

### **Person specification**

#### **Qualifications:**

- A relevant tertiary qualification in music is highly desirable

#### **Experience:**

- Previous administration and customer care experience
- Knowledge of New Zealand music and composers is desirable

#### **Core skills, abilities and personal attributes:**

- Excellent interpersonal and written communication skills
- Ability to work well in a small team
- High level administration skills
- Ability to type efficiently
- Ability to read music
- Flexibility to work on varied tasks simultaneously
- Initiative and the capacity to work unsupervised
- Able to use a problem-solving approach to respond appropriately to a wide range of enquiries
- High work standards
- Methodical and accurate
- Proficiency in relevant computer software, including MS Excel, Word, Google suite and HTML desirable
- Familiarity with using databases
- An interest in print music publication and promotion