



THE IVORS ACADEMY OF MUSIC CREATORS
THE MINISTRY—79 BOROUGH ROAD—LONDON—SE1 1DN
IVORSACADEMY.COM

MEMBERSHIP MANAGER

Employer: The Ivors Academy of Music Creators

Status: Full-time

Place of work: The Ministry, 79 Borough Road, London SE1 1DN

Salary: £DOE

The Ivors Academy of Music Creators is a non-profit membership association that exists to support, protect and celebrate music creators in the UK.

We are at an exciting time in our organisation's history, having rebranded in March 2019 from the British Academy of Songwriters, Composers and Authors to The Ivors Academy of Music Creators. At the heart of our organisation is our composer and songwriter members and we are recruiting for a new role that is central to the development and growth of our membership.

The Ivors Academy is committed to equality, diversity and inclusion. We encourage applications that help us maintain a diverse workforce.

Duties:

Reporting directly to the Director of Membership & Awards and line managing the Membership Administrator the Membership Manager is responsible for the effective management of The Ivors Academy's membership offering, membership administration and member relations.

Duties will include the development, maintenance and implementation of an accurate CRM system, all membership administration processes from new member applications to monthly subscription renewals to interrogating membership data and reporting.

The post holder will deliver the highest level of client service to our membership, develop annual member engagement strategies and implement the Academy's recruitment strategy across all membership levels. The role is also responsible for the evaluation and delivery of the Academy's membership offering, working closely with the events and awards team.

Essential Skills and Person Specification:

Significant experience of working in a membership or outward/client-facing role requiring engagement with industry executives of all levels

Demonstrable experience and knowledge of CRM, specifically CiviCRM

Experience of direct line management within a small team

Ability to work on multiple projects at any one time and prioritise workload accordingly

Exceptional organisational skills and meticulous attention to detail

Excellent written and verbal communication skills



An outgoing, positive, can-do attitude

To apply, please send a CV and an accompanying cover letter to Fran Matthews:
contact@ivorsacademy.com

Application deadline: 26 August 2019

Interviews: W/C 2 September 2019

Start date: As soon as possible

THE IVORS ACADEMY

The Ivors Academy exists to support, protect and celebrate music creators in the UK. We are the independent professional association representing songwriters and composers in all genres, whether they create song, symphony or sync. We can trace our history back over 70 years. And we are entirely self-funded, relying on the continued support of our members and partners to carry on our work.

Music is the most profound, enduring and popular of art forms. It crosses all borders, conveys all emotions, and touches all people. None of the music that the world loves exists until brilliant songwriters and composers create it. We represent, support, protect and celebrate the creators of music.

Our Ivor Novello Awards are the ultimate accolade for songwriting and composing in the industry. The Ivors celebrate the talents of songwriters and screen composers, whilst The Ivors Composer Awards celebrate music creators in the classical, jazz and sonic art fields. The Ivors Academy Gold Badge recognises those who have supported and inspired our community. Each of these celebrations has at its heart the power and brilliance of music creators.

We campaign together nationally and internationally to ensure that the rights of our members are protected, especially as our industry continues to rapidly change. And we cultivate talent, creating a community across the country in which our members share their valuable knowledge, creators cross-pollinate and collaborate, and all voices are heard. We guide new talent entering the industry and continue to encourage our members as they progress to greater successes.

We are the champions of music creators.
We are The Ivors Academy.

www.ivorsacademy.com