

Rachel Shirley

BA(Hons) MA DipLCM DipABRSM MISM

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Current employment

Finance & Administration - Music Mark (part-time, freelance, work-from-home)

- main point of contact for membership and other enquiries by email, responding or directing queries to the team as appropriate.
- main contact for finance enquiries, and responsible for invoicing, recording payments and following up outstanding debts, working closely with the organisation's accountant.
- updating website, including creating log-in accounts for members, adding resources and uploading job adverts, and assisting with social media (Twitter and LinkedIn).
- supporting the Events Manager in running events including the annual conference, webinars and meetings - scheduling and hosting events on Zoom, collating papers and resources.
- supporting the running of the Arts Council-Funded Music Hub Support Programme including day-to-day administration, financial reporting and the monitoring and evaluation of project activity.

Private flute and music theory teacher, musician, events organiser

- teaching flute and theory students from beginners to post-degree level.
- giving individual lessons and running regular workshops where I coach groups of players of a mix of ages, abilities, backgrounds and levels of experience.
- I organise a series of regular flute and woodwind events in Sheffield with visiting tutors, and have recently expanded into running online events.
- I perform regularly, playing with Sheffield Philharmonic Orchestra, Yorkshire Wind Orchestra, smaller ensembles and solo recitals, plus pit band work at the Sheffield Theatres and studio recordings.
- I run all aspects of a self-employed business, including financial management, administration and publicity, running my own website and social media.

Director – Sheffield Flute Choir

- I run this group for adult flute players, ranging from Grade 5 level to professional. I organise, plan, promote and direct rehearsals and performances, including joint concerts with other groups. I work with local composers to commission, create and perform new works.

Research and research support

- I am a member of the Social Research Association, and in 2018-19 was a member of their Northern region committee with responsibility for marketing and social media.
- I undertake ad hoc research and related work - in 2020, I have acted as a facilitator and rapporteur for a Making Music project exploring adult music learning, and provided proofreading/ editing services to a research project for Newcastle University/ Natural England.

Volunteer - Music in the Round

- helping with administrative and research tasks, mailouts, front-of-house, welcoming at school concerts and page-turning. Previously updated Classical Sheffield website/ social media and sent out weekly listings emails.

Previous employment

Secretary & Events Coordinator - British Flute Society (2018-2020)

- main administrative contact for the society with responsibility for arranging events around the country and virtually.
- responsible for budgeting and financial planning for events, booking and liaising with venues and guest tutors/ artists, managing the booking system and running events on the day.
- Secretary to the Society's Council who are based around the UK - arranging, attending and minuting in-person and virtual meetings, contributing to plans for future events, publications and strategies for the organisation, including research into funding opportunities and plans for income generation.
- managing communications including emails to members, updating the website, contributing to and proofreading the Society's magazine, Pan.

Research Assistant - 'A Day In The Digital Lives' Project, Lancaster University (2018)

- part-time, work-from-home role on an EU-funded project, analysing and summarising reports from research interviews and compiling these into a summary report.

Early Years Music Teacher - Rhythm Time (2014-2016)

- running music classes for children from birth to four years old and their parents.

Marketing & Concerts Volunteer - Sheffield Chamber Orchestra (2014)

- set up and ran social media accounts for the orchestra; front-of-house management at concerts.

Scholarships Officer – University of Sheffield (2010-2014)

- responsible for the planning, coordination, administration and promotion of PhD scholarships, including via social media.
- managing University and Research Council scholarship budgets, supporting grant applications, financial reporting on scholarship grants.
- arranging and supporting meetings of University-level (senior management) Scholarship committees.

eMentor and Project Administrator – 'Making IT Personal', The Sheffield College (2010 – 2015)

- mentor to volunteer Digital Outreach Trainers – providing guidance on IT training and supporting Trainers to undertake OCN qualifications.
- welcoming and registering new participants, allocating to mentors, dealing with queries, maintaining records.
- creating online learning resources.

Clerical Officer - Sheffield College (2006-2010)

- responsible for maintaining student and company accounts, invoicing for fees, keeping financial records, chasing debts.

Administrative Assistant - Medical Research Council (2000-2006)

- secretary to several committees.
- inputting purchase orders, monitoring budgets, financial record-keeping and reporting.

Qualifications

BA(Hons) Humanities - Open University

MA English Language (distinction) - Lancaster University (dissertation on adult music learners)

Higher National Diploma in Music - Edinburgh Napier University

DipABRSM Instrumental Teaching

DipLCM Flute Performance

ABRSM Grade 8 Flute (distinction)

ABRSM Grade 8 Music Theory (merit)

Safeguarding training (NSPCC Child Protection Awareness in Music)

Effective Mentor's Toolkit - OCN qualification in online mentoring

DBS (CRB) Enhanced Certificate