

PERFORMANCE AND PROJECTS ASSISTANT

Position title:	Performance and Projects Assistant
Reports to:	Head of Concerts and Tours
Salary:	£24,000
Location:	London, UK

Brief description:

This role presents a great opportunity for someone who is ambitious, enthusiastic and passionate about classical music to gain experience across all elements of the orchestra's work. The Performance and Projects Assistant will play an important role supporting the full range of the orchestra's operations. Duties include supporting the day-to-day activities of the orchestra's busy touring and concerts schedule, its Learning and Participation programme, working with the fundraising team to support their activities and collaborating with the Marketing Manager on creative content creation, social media and building audiences. This is the ideal job for someone at the beginning of their career in the arts, and the orchestra's small and agile management team means that they will quickly become central to the orchestra's work.

Key responsibilities:

Concerts:

Approximately 3/5 of this role will comprise working with the Head of Concerts and Tours, Orchestra Personnel Manager and Concerts & Tours Manager to support the overall planning and delivery of the orchestra's concerts in the UK and its busy international touring schedule. This will include:

- Assisting in the preparation of tour schedules and all tour documentation including flight / hotel lists, contact lists and visa paperwork.
- Assisting with all international and domestic travel and logistics for the orchestra and staff.
- Assisting with the preparation and distribution of project schedules.
- Preparing and distributing player feedback forms, with oversight from the Orchestra Personnel Manager.
- Supporting the Orchestral Personnel Manager with the administration around the booking of players for projects.
- Liaising with and booking rehearsal venues and ensuring the orchestra's rehearsal diary is kept up-to-date.
- Attending rehearsals and concerts in London, assisting with stage management as required.
- Assisting with the preparation of equipment before events and concerts.
- Sending remittance and payment advice to players following period of work, with the support of the Finance Manager
- Working with the Concerts and Tours Manager on the preparation of stage plans and tech riders.
- Assisting with artist logistics e.g. hotel and car bookings.
- Assisting the music librarian in the preparation, copying and distribution of orchestral material.
- Maintaining up-to-date personnel records for orchestral players, including updating our Overture database.
- Ensuring that the Overture database is kept up to date, relating to the orchestra's schedule.

Learning and Participation:

Working with the Learning & Participation Manager to support the planning and delivery of the orchestra's education and outreach programme:

- With guidance from the L&P Manager, organising the Academy's project with adults with experience of homelessness which includes: liaising with day centres, supporting homeless adults and Academy musicians and amateur at weekly workshops, administration around booking venues for performances and recordings and photo permission forms.
- Attending other Learning and Participation projects as required, supporting staff and musicians, assisting with music, registers, refreshments, travel arrangements and event management.
- Administration to support the Producer, such as drafting schedules, booking travel, administering databases, taking minutes.
- Planning new opportunities in partnership with the Producer such as through investigating, researching and developing new partnerships and projects.

Administration:

- Managing the ASMF phone line, being the first point of contact for any visitors to the office.
- Liaising with player membership including sending out schedules and answering day-to-day queries.
- Ordering and maintaining stationery, office supplies and equipment.
- Being responsible for incoming and outgoing post.

Marketing and Development:

- Providing administrative assistance to the marketing and development departments as required
- Supporting the Marketing Manager on creative ideas for and the creation of digital content, including for social media (personal experience using TikTok and Instagram is beneficial); the ASMF website; the e-newsletter
- Working with the ASMF player members to encourage and facilitate their own content creation for use on our social media platforms
- Assisting the development department with event management for fundraising and special events

Personal specifications:

- Strong attention to detail
- Previous involvement in putting on music or arts events, which could include as a student or on an amateur basis
- A strong passion for classical music, and someone who enjoys being creative
- A pro-active attitude, an innovative thinker and an ability to work independently
- Well organised, able to work to multiple deadlines and to prioritise efficiently

Terms:

- Full time position with 4 weeks' notice
- 25 days holiday per annum
- Pension (The People's Pension)
- Enrolment in long term sickness income protection plan

About the Academy of St Martin in The Fields

The Academy of St Martin in the Fields is one of the world's finest chamber orchestras, renowned for fresh, brilliant interpretations of the world's greatest orchestral music.

Formed by Sir Neville Marriner in 1958 from a group of leading London musicians, the Academy gave its first performance in its namesake church in November 1959. Through unrivaled live performances and a vast recording output, the Academy quickly gained an enviable international reputation for its distinctive, polished and refined sound. With over 500 releases in a much-vaunted discography and a comprehensive international touring programme, the name and sound of the Academy is known and loved by classical audiences throughout the world. Today the Academy is led by Music Director and virtuoso violinist Joshua Bell, retaining the collegiate spirit and flexibility of the original small, conductor-less ensemble which has become an Academy hallmark. The Academy continues to push the boundaries of play-directed performance to new heights, presenting symphonic repertoire and chamber music on a grand scale at prestigious venues around the globe.

About our company culture

We believe that we get the best results by involving our musicians in the planning and delivery of our work, and by being open and transparent about the opportunities and challenges faced by the orchestra. Our office team is agile, committed and friendly - we believe in ensuring that people have the opportunities to develop their skills and grow in their roles. The culture is non-hierarchical, and we encourage everyone to share ideas and suggestions for the future of the orchestra. We trust the individuals in our team to deliver their work and to shape their working days in the way that best suits them, with a genuinely flexible approach to office vs home working. We believe that working in our industry should be rewarding and enjoyable, and work hard to ensure our working practices empower our team members so that they can do great work in an environment that is genuinely supportive and fulfilling.

Application procedure:

Interested applicants should submit a CV with covering letter addressed to Aimee Walton, Concerts & Tours Manager at aimeewalton@asmf.org. For more information please contact Hannah Bache, Head of Concerts and Tours, using hannahbache@asmf.org

1st round interviews to be held w/c 24th April

Closing date for applications: 9am, 19th April