<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Concerts Assistant</th>
<th><strong>Job Category:</strong></th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department/Group:</strong></td>
<td>Concerts Department</td>
<td><strong>Job Code:</strong></td>
<td>CA2019</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Cambridge</td>
<td><strong>Travel Required:</strong></td>
<td>Yes – UK driving licence required</td>
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<tr>
<td><strong>Level/Salary Range:</strong></td>
<td>c.£18,000</td>
<td><strong>Position Type:</strong></td>
<td>Permanent, Full-Time</td>
</tr>
<tr>
<td><strong>HR Contact:</strong></td>
<td>Elaine Rust</td>
<td><strong>Date posted:</strong></td>
<td>1 April 2019</td>
</tr>
<tr>
<td><strong>Will Train Applicant(s):</strong></td>
<td></td>
<td><strong>Posting Expires:</strong></td>
<td>19 April 2019</td>
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**Job Description**

**Reporting to the Concerts Director**

**Job Purpose**

The Concerts Assistant is a crucial support role working at the heart of Britten Sinfonia’s Concerts Department with the Concerts Director, Concerts & Tours Manager, and Orchestra Personnel Manager to deliver concerts in the UK and internationally. This role encompasses responsibility for the music library, sourcing rehearsal venues for projects as required, leading on the At Lunch chamber music series and assisting with concert logistics and stage management when required, ensuring the rest of the team are supported practically and administratively.

**Role and Responsibilities:**

**Music Library**

Responsibility for ensuring the music library runs smoothly – which entails the following:

- Obtaining quotes and hiring or purchasing orchestral parts and scores
- Researching and confirming orchestrations for all repertoire
- Ensuring parts are marked up and distributed to players in good time before rehearsals start
- Photocopying and scanning music as required
- Returning parts and scores to publishers
- Keeping OPAS up to date with all orchestrations, music rental contracts and purchases
- Researching music and recordings and obtaining perusal copies as required
- Ensuring conductors, soloists and leaders have the correct editions and copies of the required music and that specified bowings/markings are entered in good time prior to commencement of rehearsals
- Time permitting, provide support to the Creative Learning Department with sourcing music, and advising on library matters where appropriate
- Ensuring the library is kept well organised and tidy at all times
Concerts Administration
Under the direction of the Concerts Director and Concerts & Tours Manager, support the day to day administration of the department, within the following areas:

- Researching and booking rehearsal venues for the orchestra, coordinating a complex diary in relation to all Britten Sinfonia rehearsals.
- General administrative support to the Concerts Department, including filing, archiving, and proofreading.
- Supporting the Concerts & Tours Manager with elements of tour preparation including visa applications; booking and researching travel and accommodation, and compilation of passport, rooming, loading, and flight lists.
- Regular attendance at Britten Sinfonia concerts, which may include assisting with stage management, on-site librarian duties, overseeing pre-concert talks, and occasionally providing front of house support.
- Any other duties as may reasonably be required by the company.
- Updating and maintaining OPAS databases and concert information

Orchestra Management
With reference to the Concerts & Tours Manager and Orchestra Personnel Manager, the post holder will take responsibility for the following elements of concert management:

- Regularly assisting with stage management duties and deputising at rehearsals and concerts when necessary. Stage management duties will also include page-turning as required.
- Ensuring security lists are supplied to relevant venues in advance of the first get in.
- Preparing and distributing emergency contact lists
- Administering all logistics for the At Lunch series under the direction of the Concerts Director, including preparing and issuing all schedules, liaising with broadcasters and issuing technical riders to all venues, hiring instruments, arranging piano tuning, risk assessments, liaising with composers, musicians & venues, and processing player payments.
- Occasional on-the-ground support to the Creative Learning Department.

Finance
- Ensuring that invoices are processed efficiently
- Monitoring expenditure for the At Lunch series
- Preparing player payment schedules in relation to the At Lunch series
- Issuing player payment self-billing invoices with reference to the Concerts & Tours Manager

General Office Duties
- Administrative support to the Chief Executive, Artistic Planning Director, and Concerts Director.
- Arranging departmental meetings as required, producing agendas and minutes as appropriate.
- Undertaking a share of answering telephones, taking messages, greeting guests and other office tasks as required
- Completing monthly office-wide stationery orders including orchestra refreshments and sundry supplies
- Ensuring Office equipment is functioning, in particular the photocopier (ordering toner etc.)
- Opening and distributing post on a daily basis
- Ensuring milk, tea & coffee etc. for meetings are in stock, and re-ordering as necessary; general upkeep of shared areas, e.g. kitchen, meeting room, library, store room; scheduling regular staff and concerts department meetings.
- To assist with the smooth running of the Britten Sinfonia offices
## Qualifications and Education Requirements
Candidates should be educated to degree level

## Relevant Experience
Previous experience of working in the arts is desirable, although training will be given where required

## Special Attributes
- A good knowledge of and enthusiasm for classical music

### Personal Skill Level - Essential
- Exceptional organisational and administrative skills
- Excellent attention to detail
- Understanding of the workings of an orchestra
- Competence in Microsoft Office, especially Word, Outlook and Excel
- Ability to act on own initiative and a keenness to learn new skills
- Strong communication skills
- Ability to plan and prioritise your work, work to project deadlines
- Ability to work calmly under pressure
- Flexible working attitude & committed approach
- Driving licence

### Personal Skill Level - desirable
- Experience of concert management
- Knowledge of the music business
- A music degree
- Experience of working with orchestral / event schedules
- Experience of using OPAS software or similar orchestra / event management software

## Disposition
- Consistently work to the highest standards
- Work positively and proactively within a small and busy team
- Demonstrate the drive and determination to succeed
- Sense of humour essential

## Circumstances
- Starting date: early June 2019
- Based at Britten Sinfonia Cambridge Offices Mon - Fri 9.30 – 5.30, plus regular evening and weekend work.
- Time off in lieu given for weekend work, in agreement with the Concerts Director.
- 25 days annual leave

<table>
<thead>
<tr>
<th>Formulated By:</th>
<th>James Calver</th>
<th>Date:</th>
<th>January 2015</th>
</tr>
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<tbody>
<tr>
<td>Approved By:</td>
<td>David Butcher</td>
<td>Date:</td>
<td>February 2015</td>
</tr>
<tr>
<td>Last Updated By:</td>
<td>James Calver</td>
<td>Date/Time:</td>
<td>April 2019</td>
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