



CONCERTS ASSISTANT Job Description

Summary of position

OSJ is seeking an outstanding individual for the role of Concerts Assistant. This full time, six-month voluntary training position would suit an individual who is seeking a career in concert and general arts administration and is keen to gain relevant work experience. Recent OSJ trainees have gone on to secure full time jobs within orchestral management as a direct result of their six-month placement at OSJ.

Salary - Not applicable: voluntary placement

Reporting Lines - Responsible to the Concerts Manager

MAIN TASKS INVOLVED

- General Administration
 - Answering the phone; photocopying; filing; dealing with mail.
 - Checking office stationery and equipment and re-ordering supplies as necessary
 - Organising meetings and minute-taking
 - Maintaining OSJ's filing system and reorganising where necessary
- Concert Administration
 - Assisting in concert project management and logistics
 - Maintaining and updating the key documents related to each concert
 - Preparing and distributing concert schedules
 - Dealing with general correspondence relating to orchestra personnel matters
 - Creating paysheets and sending musicians' invoices
 - Updating ticket sales analysis
- Marketing
 - Helping with the organisation and implementation of mail shots
 - Box office duties – liaising with concert venues and ticket agencies
 - Assisting with any other marketing admin where necessary
- Event management – front of house duties at concerts

Other

Undertaking any other reasonable duties as may be required by the Chief Executive, Concerts Manager and Development Officer.

OSJ is striving to be an equal opportunities employer

Closing Date for applications: Monday 30 June 2008, 4pm

Interviews: Thursday 3 and Friday 4 July 2008

Start date: Monday 14 July 2008 (or to be agreed with appointed intern)

To apply, email your CV with a covering letter explaining why you think you'd be suitable for the post to Vicky Shilling, Concerts Manager, vicky@osj.org.uk.

CONCERT ASSISTANT Person Specification

Qualifications and Training

- Ideally educated to degree level

Experience

- Some experience of administrative duties and project management

Skills and Abilities

- Must be able to demonstrate an interest in, and/or a commitment to a career in Arts Administration
- Interest in and a knowledge of classical music
- Outstanding verbal and written communication skills
- Good organisational and interpersonal skills
- An ability to work to strict deadlines and remain calm under pressure
- Ability to work within a small, multi-disciplinary team
- Ability to prioritise and to work to disparate agendas
- Ability to work under own initiative
- Attention to detail and accuracy
- A sense of humour
- A flexible attitude to work: evening and weekend work are required on occasions
- An understanding of equal opportunities issues
- Basic numeracy skills
- Computer literacy including Microsoft Word, Excel, and the Internet

Terms & Conditions

The Concert Assistant is a six-month position based at the Orchestra's offices at Eltham College, SE London, although travel is required on occasions to events outside of London. The cost of travel from a London base to OSJ's offices will be covered up to a four-zone travel card. Lunch will be provided by Eltham College during term time. Office hours are 9.15am - 5pm, Monday to Friday with one hour for lunch. The nature of the Orchestra's work means that activity is often scheduled outside these hours, which you are encouraged to attend.