

Communications Assistant (full-time)

Introduction

THE COMPANY

Classical Opera (registered charity number 1063387) was founded in 1997 by conductor and Artistic Director Ian Page to explore and bring to life the music of Mozart and his contemporaries. Widely recognised as one of the leading interpreters of Mozart's work, it combines musical flair and excellence with a vibrant spirit of discovery, receiving widespread acclaim for its benchmark performances and recordings. Performing with outstanding singers and its acclaimed period-instrument orchestra, the company appears regularly at prestigious venues such as Wigmore Hall, the Barbican, Southbank Centre, Cadogan Hall and Birmingham Town Hall. In 2017 Page created The Mozartists, a new brand under which the company is continuing to develop its growing body of concert work. In 2015 the company launched its ground-breaking MOZART 250 project – a major 27-year initiative following Mozart's life, works and influences in chronological 'real-time'.

Talent development is also central to the company's mission, and since 2006 it has provided exceptional young singers with crucial performance opportunities and training through its Associate Artist Scheme, earning a reputation for the strength of its casting and its ability to nurture the next generation of talent.

"It is hard to imagine hearing another performance as convivial and life-affirming as this." GRAMOPHONE

OUR MISSION

The company has three main ambitions:

1. to present world-class performances of the works of Mozart and his contemporaries;
2. to provide invaluable performance, training and mentoring opportunities for young musicians with outstanding potential;
3. to encourage and inspire new and existing audiences towards a deeper appreciation and enjoyment of classical music.

The team

The team at Classical Opera is a talented, friendly and dynamic group of people who help the company to punch above its weight. There is great scope now for an energetic and dedicated individual to join the team and move the company forward by playing a key role in raising the awareness and funds that will enable Classical Opera to realise its ambitious future plans.

The Role

Job Title	Communications Assistant
Location	Classical Opera, Hammersmith, West London
Team relationships	Reporting directly to the Communications and Development Manager, but also assisting other members of the team in certain areas.
Hours	Full-time (9.30am - 5.30pm, Monday - Friday), and some evening / weekend events as required.
Application Deadline	Midday, Tuesday 30 July 2019
Proposed Interview Days	Thursday 8 and Friday 9 August 2018

To apply please send a CV and covering letter to Lizzie How: info@classicalopera.co.uk

Objective

The Communications Assistant will assist the Communications and Development Manager, also working closely with other members of the team, on communications, development, marketing and some general office administration. This person will provide a high level of customer service both internally and externally, helping to build and maintain relationships with supporters, members and funding bodies, to raise awareness of the company's work and build audiences, and to ensure the smooth operation of a busy charity.

The role requires occasional evening and weekend availability outside standard office hours, particularly to attend and assist at performances.

Duties and responsibilities

- To provide administrative support to help ensure the smooth running of the Development and Marketing departments, as well as more general administration to assist the team as a whole.

Relationships with individuals and sponsors

- Nurturing relationships with individuals and assisting with the administration of membership schemes;
- Processing member ticket bookings and helping to manage ticket allocations, complimentary tickets and seating allocations in liaison with other members of the Development team;
- Assisting with the organisation of private events and performance receptions, and attending these as required;
- Maintaining databases;
- Assisting with financial administration.

Trusts and grant-making bodies

- Researching potential funders;
- Working on the preparation of grant applications to trusts and foundations as required;
- Assisting with the evaluation of projects and preparing reports to meet deadlines as required.

Communications

- Preparing copy for Development and Marketing materials and proof-reading;
- Coordinating mailings and communications campaigns;
- Assisting the Marketing Manager (who is based remotely) with a variety of tasks;
- Maintaining assets (data, images, recordings, press coverage etc) as required;
- Helping to maintain the website and other digital platforms.

General

- General office administration as required.

Person Specification

The successful candidate will be a natural communicator with exceptional copywriting, proofreading and numerical skills. They will have a friendly, professional manner. This role is a fantastic foundation for anyone wishing to build a career in arts administration, and offers opportunities to be involved in a broad range of areas.

The Communications Assistant will have the following qualities:

Essential

- Excellent written and verbal communication skills with good attention to detail;
- A positive, professional attitude with excellent self-motivation and ability to work on your own initiative;
- Excellent IT skills with experience of MS Office software;
- Strong numerical skills;
- Excellent organisation and planning skills with the ability to work flexibly under pressure, to prioritise and to meet deadlines;

- Proven experience working / volunteering as part of a team;
- The ability to work effectively with people at all levels, both internally and externally.

Desirable

- Educated to degree level or equivalent;
- An interest in and knowledge of opera and classical music;
- Experience of working in a customer-facing role;
- Design skills; photography and/or film-making skills; experience of wordpress; social-media skills.

Terms of appointment

Salary: Commensurate with experience.

This appointment is full-time and will be based at Classical Opera's offices at Britannia House, 11 Glenthorne Road, London W6 0LH. The package includes 25 days of annual leave. Classical Opera operates a company pension scheme.