



## Projects Officer

Part time (2 - 3 days per week)

9-month fixed-term contract

We are looking for a part time Projects Officer to join the Orchestra of the Age of Enlightenment (OAE) on a fixed-term basis. Working within a small dynamic team you will make a vital contribution to this unique organisation working on the logistics and day-to-day administration for a diverse range of projects including high-profile concerts, tours and filming projects.

The Orchestra of the Age of Enlightenment is an internationally renowned period instrument orchestra run by its musicians. We work with world-renowned artists, including the Orchestra's [Principal Artists](#). The OAE is Resident at Southbank Centre and Associate Orchestra at Glyndebourne and in 2020 we launched our award winning digital platform, [OAE Player](#).

In 2020 the OAE moved its headquarters into Acland Burghley School, a state comprehensive in Camden, North London. The residency – a first for a British orchestra – allows us to live, work and play amongst the students of the school.

If you want to explore more of what the OAE does, we would suggest delving into some of our videos on our [YouTube channel](#), especially our popular video [Introducing the Baroque Theorbo](#). To read more about our residency at Acland Burghley School, we recommend reading [this article](#) from the Evening Standard. We are also very proud of our newly renovated offices in the school, so why not have a look at our [office](#), [kitchen](#) and [library](#). Lastly, if you would like to find out more about the Orchestra, how we began, what it means to be 'a period instrument orchestra' and how we our run by our players, check out this [blog post](#) on our website.

If you need any more information that would assist you in completing your application, please do get in touch by emailing [recruitment@oae.co.uk](mailto:recruitment@oae.co.uk).

## **Job specification**

### **Projects Administration**

- Creating and distributing preliminary project schedules for players when required
- Attending rehearsals when required to assist with venue set up and rehearsal management
- Assisting with noise level monitoring at rehearsals and performances
- Assisting at the Southbank Centre Series: welcoming artists backstage/start of rehearsals, assisting backstage during concerts, organising flower presentations, creating backstage lists
- Managing project and trial feedback administration
- Organising all A1 applications
- Assisting with tour administration including visas, permits, transportation, accommodation, check-in and movement of instruments

### **Digital Projects**

- Assisting the Digital Content Officer with the planning and collating of content for the OAE's YouTube channel
- Assisting with the production of digital content including camera operation (training provided), vision mixing, set-up and break-down and any other tasks as required

### **Auditions and Trials**

- Working with the Projects Manager and General Manager in initiating and overseeing the audition and trial process for vacant positions within the Orchestra.

### **General Administration**

- Organising Player Member catch-ups
- Assisting the Projects Manager with other tasks as required

## **Person Specification**

### **Essential requirements**

- Excellent organisational skills including an ability to prioritise, meticulous attention to detail and an ability to work to tight deadlines
- Excellent written and verbal communication skills
- Ability to communicate with a wide variety of people at all levels
- Creative approach to problem solving

- Good working knowledge of computer systems including Word and Excel
- Ability to work well within a small team
- An interest in classical music

### **Terms of Employment**

**Contract:** 9-month Fixed Term Contract, starting from mid-April

**Hours:** 2 – 3 days per week

**Flexible working:** The OAE operates a flexible working policy. Some areas of this role will demand the employee's presence in the OAE's office or at various venues in London and occasionally around the UK

**Salary:** £23,375 per annum pro rata

**Holidays:** 20 days per annum pro rata, plus all statutory holidays

**Pension:** The OAE operates a workplace pension scheme

**Probationary period:** One month

**Notice period:** 2 weeks during the probationary period and one month thereafter

**Office hours:** You may be required to work outside office hours from time to time. The OAE operates a Time Off in Lieu policy

**Place of work:** Acland Burghley School, 93 Burghley Road, London NW5 1UH

### **Application details**

#### **How to apply**

Please apply by completing the application form and sending it along with your cover letter to Edward Shaw, General Manager: [edward.shaw@oae.co.uk](mailto:edward.shaw@oae.co.uk). We also request that all applicants complete our online [Equality and Diversity monitoring form](#). Application deadline: 17:00 on Friday 5th March. Applications received after the deadline may not be considered.

#### **Safeguarding**

If we make you an offer of employment following a formal interview, employment with the OAE will be conditional on completing a self-disclosure form and passing an enhanced DBS check. If you have been resident overseas for three months or more in the past five years, we will also apply for a criminal record check in that country. Candidates should provide the details of at least two referees when applying. As the OAE is based in a school, we expect all candidates to familiarise themselves with the fundamental concepts of safeguarding. For more information, please visit the [NSPCC website](#).

## **Equality**

As an equal opportunities employer, we welcome applications from all suitably qualified persons. However, as Black, Asian and minority ethnic (BAME) and disabled people are currently under-represented within the OAE, we would particularly welcome applications from BAME and disabled applicants. All appointments are made on merit.

## **Eligibility to work**

All applicants should be eligible to work in the UK. Should you be invited for interview you will be required to bring your passport and any relevant visas or permits to prove your eligibility to work in the UK.

Candidates must be over 18 years of age.

## **Interviews**

Short-listed candidates will be invited to interview the week commencing 15<sup>th</sup> March 2021, to be held digitally or in person at the OAE's Office, depending on the restrictions in place at the time.