

Orchestra of the Age of Enlightenment

Kickstart Scheme – Operations Officer

Duration: 6-month fixed term contract

Hours: 25 hours per week (the working pattern will be tailored to the successful candidates)

Pay: [National Minimum Wage](#)

About the role & the OAE

We are looking two part time Operations Assistants to join the Orchestra of the Age of Enlightenment (OAE) on a fixed-term basis.

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.

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.

Job description

The successful candidates will be expected to assist with some of the following activities, however the role will be tailored to the individual strengths and interests of the successful candidates.

Planning and administration of rehearsals & concerts, including Southbank Centre, Glyndebourne and the Night Shift

- Assist the Education Department in various projects in London and beyond
- Administration of filming projects for OAE Player, YouTube (including OAE Playhouse)

- Filming for digital projects
- Editing digital content for YouTube and OAE Player
- Producing content for social media platforms including twitter, Facebook & Instagram
- Update the OAE's record of archive material including CDs, DVDs, programmes, historical records, library and concert records
- Consolidate OAE's digital archive of previous OAE Player projects
- Work with Acland Burghley School (the OAE's home) to set up a student group for finding new ideas for joint projects

All offers of a placement at the OAE are subject to the successful candidate passing an enhanced DBS check

Person specification

- An interest in music, specifically classical music and orchestras
- Experience of filming, camera work and video editing would be advantageous but not essential
- Good organisational skills and attention to detail
- An ability to work efficiently on their own as well as part of a small team

Successful candidates will be offered support and training in CV and cover letter writing, job interview technique, networking skills, fundraising skills and organisational skills.

All successful candidates will be provided with full training on the Safeguarding of Children in Secondary Education and must successfully pass an enhanced DBS check.

Terms of Employment

Contract: 6-month Fixed Term Contract

Hours: 25 hours per week

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

Remuneration: National Minimum Wage

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 for the attention of Edward Shaw, General Manager: recruitment@oae.oc.uk. We also request that all applicants complete our online Equality and Diversity monitoring form.

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.