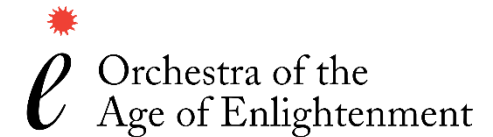


 **e** Orchestra of the
Age of Enlightenment



Operations Assistant

Welcome to the OAE



Thank you for your interest in applying for the role of Operations Assistant with the Orchestra of the Age of Enlightenment. This recruitment pack should contain all the information you need to put together a successful application, but if you need any further information or to receive this pack in an alternative format, please email recruitment@oae.co.uk or call 02081599184.

We are always striving to make the OAE an exciting and inspiring place to work and this couldn't be better represented by our relocation to Acland Burghley School in north London, of which more later.

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](#). We are also very proud of our newly renovated offices in the school, so why not have a look at our [office](#) and [library](#). Finally, 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 are run by our players, have a look at this [blog post](#) on our website.

We look forward to receiving your application.

Crispin Woodhead, OAE Chief Executive



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About the OAE

The Orchestra of the Age of Enlightenment (OAE) specialises in historically informed performance. We are governed by our players and works with our Principal Artists who include Sir Simon Rattle and Sir Mark Elder as well as soloists such as Nicola Benedetti, Roderick Williams and Gerald Finley. The OAE aims to bring the very best of the period music tradition to today's audiences in performances characterised by artistry, integrity and adventure.

The OAE is Resident Orchestra at Southbank Centre and Associate Orchestra at Glyndebourne Festival Opera. The orchestra tours globally and, through a wide range of education projects, engages with thousands of people across many parts of Britain.

In 2020, we became the first orchestra in the UK to take up residence in a school. We are immensely proud of our embedded education partnership with Acland Burghley School, and that we can share the next chapter of the OAE story with the wider Camden community.

"Britain's indisputably best period instrument ensemble"

The Independent



Role overview

Responsible to: Chief Operating Officer

This newly created role has been specially created as part of the OAE's residency in Acland Burghley School and applications are invited from any member of the LaSWAP consortium who is interested in a career in the creative arts.

The successful candidate will be working across all departments according to where the most support is needed, whilst also reflecting the interests and expertise of the successful candidate.

"The OAE seems unusually blessed in attracting interesting, passionate music-lovers whose support and commitment enriches our own musical experience."

Lisa Beznosiuk, OAE Principal Flute



Key responsibilities

Education & ABS

- Support the Education Department with managing projects in schools in Camden and around the UK
- Assist in managing the OAE's portfolio of activity at ABS which may include:
 - Dreamchasing Young Producers
 - The Big Sing
 - OAE Pulse Programme
 - OAE programmes with GCSE musicians
 - Work Experience & T-Level support

Development

- Contribute to the successful running of fundraising events for the OAE and the Hall For All project at ABS, including planning events and meeting current & prospective donors

Digital

- Support the Digital and Marketing Departments with creating visual and videographic assets for the OAE's social media platforms
- Curate the OAE's digital library, ensuring that existing assets are utilised to their full potential, generating increased engagement and revenue, with a specific focus on appealing to younger audiences

Projects

- Assist the Projects Department in planning and running performances both in London and beyond, possibly supporting on national/international tours



Person specification

Essential:

- Good communication and organisational skills with a strong attention to detail
- An ability to work efficiently individually as well as part of a small team
- A curious mind with an interest in the OAE and its residency at Acland Burghley School
- Reliability, punctuality and commitment to professional and personal development

Desirable:

- An interest in the performing arts, classical music and orchestras
- Experience of filming, camera work and video editing would be advantageous but is not essential
- An understanding of engaging audiences through social media, particularly YouTube and Instagram



Acland Burghley School

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

Three offices have been adapted for our administration team, alongside a recording studio and library. The Grade II listed school assembly hall is used as a rehearsal space so, for the first time, we are all in the same place: players, staff and library.

The school is not just the OAE's landlord or physical home., It offers the opportunity to build on twenty years of work in the borough through OAE's long-standing partnership with Camden Music. Having already worked in eighteen of the local primary schools that feed into ABS, the plans moving forward are to support music and arts across the school into the wider community. This new move underpins the OAE's core 'enlightenment' mission of reaching as wide an audience as possible.

The move was made possible with a leadership grant of £120,000 from The Linbury Trust, one of the Sainsbury Family Charitable Trusts. Theirs and others' support enables us to maintain our base at ABS and produce a year-round programme of work at the school.

Situated close to Hampstead Heath in the heart of North London, Acland Burghley is a mixed, inclusive, community comprehensive that enjoys high levels of parental support and a close collaborative relationship with other local schools. It is part of the popular and highly successful LaSWAP post-16 consortium with Parliament Hill, La Sainte Union and William Ellis Schools.

"This imaginative partnership takes collaboration between professional artists and the public education system into new and exciting territory in which creativity has a part to play in all aspects of the curriculum."

Sir Nicholas Serota, Chair, Arts Council England



How to apply

Please apply by completing the application form to Edward Shaw, Chief Operating Officer, at recruitment@oae.co.uk. If you would like to find out more about the role, please email edward.shaw@oae.co.uk or call 020 8159 9184.

Deadline

17:00 on Friday 30 August 2024. Applications received after the deadline may not be considered.

Equality & Diversity Monitoring

We request that all applicants complete our online [Equality and Diversity monitoring form](#).

Interviews

Shortlisted candidates will be invited to interview in early September.



Information

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 will also be required to 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 and Global Majority and disabled people are currently under-represented within the OAE, we would particularly welcome applications from Global Majority and disabled applicants. All appointments are made on merit.

Eligibility to work

All applicants should be eligible to work in the UK. If you are 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.



Terms of employment

Salary: £24,000 gross per annum (full-time equivalent)

Tenure: 4 month fixed-term contract with the possibility for extension, starting date to be negotiated with the successful candidate

Contract: Part time 3 days per week (flexible)

Holidays: 20 days per year pro-rata plus all statutory holidays.

Pension: The OAE operates a workplace pension scheme.

Probationary period: Probationary period of one month. Notice during probationary period of one week and one month's notice thereafter.

Office hours: 9.30am – 5.30pm at the OAE offices, Acland Burghley School, 93 Burghley Road, London NW5 1UH.

Flexible working: The OAE operates a flexible working policy. The demands of this role are such that the successful candidate will be required to spend the majority of their working hours in the OAE's office or at various locations around London and occasionally around the UK. The OAE also operates a Time Off in Lieu policy.

Benefits*: Complimentary OAE concert tickets; cycle to work scheme; free winter flu jab vouchers and eye test vouchers; lunch, tea & coffee provided in the OAE office; additional annual leave over the Christmas period.

*Please note these benefits are non-contractual and subject to change without notice.

The Orchestra of The Age of Enlightenment is a Registered Charity No. 295329 and a Registered Company No. 2040312