

 **e** Orchestra of the
Age of Enlightenment



Projects Officer

Welcome to the OAE



Thank you for your interest in applying for the role of Projects Officer 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 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 Officer



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**ARTS COUNCIL
ENGLAND**



About the OAE

The Orchestra of the Age of Enlightenment (OAE) specialises in historically informed performance. It is governed by its players and works with its 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 Orchestra 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 very 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: Projects Director

This is a sought-after opportunity to join the Orchestra of the Age of Enlightenment, one of the world's most exciting and distinctive orchestras. You will make a vital contribution to the OAE's performances in London, across the UK and around the world.

The Projects Officer supports the Projects Director on the day-to-day running of the Projects Department with a particular emphasis on project & tour administration, and concert management. This role also supports the nurturing of the relationship between the OAE and Acland Burghley School. This role is one of two positions with the same title and closely aligned responsibilities; duties will be shared between the two post-holders, with individual task allocation overseen by the Projects Director.

This is an active role which requires a good level of physical fitness. This will include setting up orchestral staging, moving musical instruments and setting up/packing away chairs.

The role is such that good levels of flexibility will be required as a significant amount of the OAE concert work takes place outside standard office hours, with some early starts and late finishes. The OAE operates a TOIL (time off in lieu) policy.

"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



Job description

Projects Administration

- Support the Projects Director in the planning of tours and other orchestral projects
- Assist with the creation of preliminary project schedules and the distribution of all schedules for players when required
- Support the Projects Team on the management of internal and external rehearsal venue bookings
- Attend rehearsals when required to assist with venue set up and rehearsal management
- Manage noise level monitoring at rehearsals and performances as required
- Assist with liaising with artists in advance of projects to finalise all project details including rehearsal schedules, stage plans etc as required
- Assist with tour administration including passport verification, visas, permits, transportation, accommodation, check-in, creating tour booklets and movement of instruments
- Organise all A1 applications for UK musicians touring overseas
- Assist with technical arrangements for concerts, tours and digital projects
- Assist with the issuing and administration of Film Agreements for digital projects
- Support the Projects Director and Orchestral Consultant on the administration and fixing of projects
- Support the Projects Director when required with arranging keyboard hire and tuning.
- Support the Projects Director with the long-term planning of The Night Shift series with Marketing Director and Player Member Curator
- Attend all Southbank Centre concerts, assisting with pre-concert events, welcoming artists backstage, assisting the Orchestral Consultant backstage during concerts and organising flower presentations
- Attend as required other OAE concerts in London, Glyndebourne and around the UK and on tour internationally, managing venue set up, rehearsals and concerts, and tour logistics.
- Manage the administration of audition and trial processes for vacant positions within the OAE



Job description

General Administration

- Manage the scheduling and administration of Players' Artistic Committee meetings, including collating feedback, constructing agendas, planning meetings, attending and minuting meetings when required
- Manage project feedback administration
- Assist with updating ArtsVision and distribute relevant updates to players as required
- Assist with the Dreamchasing Young Producers after-school club and associated admin
- Act as the key point of contact in the OAE for all Acland Burghley School administration related to room bookings, visitors, site team and schools plus
- In liaison with the Projects Director, attend meetings with Southbank Centre and other partners when required
- Support the Education & Development Departments with projects from time-to-time
- Produce the monthly Player Newsletter
- Answer office mainline calls and collect visitors from reception, particularly on project days, ensuring all visitors are complying with ABS safeguarding requirements
- Assist with other tasks as required

Person specification

- 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
- Good levels of physical fitness
- An interest in classical music is desirable but not essential



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 of the school.

Three offices have been adapted for our administration team, alongside a recording studio/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. Instead, 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 has been made possible with a leadership grant of £120,000 from The Linbury Trust, one of the Sainsbury Family Charitable Trusts. Their support has facilitated the move to the school and is underwriting the first three years of education work.

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 and sending it along with your cover letter to Edward Shaw, Chief Operating Officer, at recruitment@oae.co.uk.

Deadline

17:00 on Wednesday 27 May 2026. 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

Interviews will be held the week commencing 1 June 2026 at the OAE's Office in Tufnell Park, London.

Use of AI in your application

We appreciate that you may want to use AI tools to help you with your application. We're happy for you to use AI to come up with ideas and help structure your thoughts, but you shouldn't use AI to fabricate information or write your whole application for you. We want you to demonstrate your best self, we don't want an AI-generated persona. If you simply copy and paste AI-generated content into your application, this will reduce your chances of success.



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, 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. 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: £28,000 gross per annum

Tenure: Full time

Contract: 5 days per week

Holidays: 20 days per year plus bank holidays

Pension: The OAE operates a workplace pension scheme

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, however this role will be primarily office/venue based. You may be required to work outside office hours and in other locations from time to time as required.

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.

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