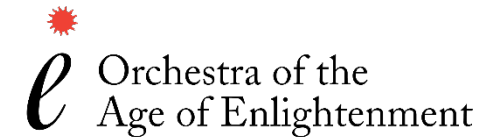


 **e** Orchestra of the  
Age of Enlightenment



**Education Officer**

# Welcome to the OAE



Thank you for your interest in applying for the role of Education 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](mailto: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.

The OAE's Education Department leads a wide-ranging programme that connects young people, schools, and communities with the orchestra's distinctive musical world. Its work blends creative music-making, historical curiosity, and hands-on participation: from long-term school residencies and immersive workshops to projects where pupils compose, sing, and perform alongside OAE musicians. Much of the activity is rooted in partnerships, where the department builds multi-year relationships across the UK that support curriculum learning, teacher confidence, and pupils' musical progression.

*"Britain's indisputably best period instrument ensemble"*

The Independent



# Role overview

**Responsible to:** Education 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.

The Education Officer acts as the operational engine of the OAE's Education Department; the person who turns ideas into real, beautifully run education projects. Working closely with the Education Director, they handle the day-to-day delivery of the programme: coordinating players, liaising with schools and community partners, preparing materials, and ensuring each workshop or residency runs smoothly. They attend the majority of projects, supporting artists, welcoming participants, and managing on-the-ground logistics. Their role blends practical problem solving with creative facilitation; setting up and working a PA system and instruments one moment to welcoming the youngest of music lovers and their parents and carers to one of our TOTS concerts the next.

They also oversee the organisational backbone of the department: scheduling, contracting, travel planning, equipment management, and maintaining clear communication with teachers, venues, and freelance staff. As one of only two salaried team members, the Education Officer is central to keeping the programme coherent, responsive, and safe. They ensure that every project reflects the OAE's values of accessibility, curiosity, and high-quality participatory music-making.

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 Education work takes place outside standard office hours, with some early starts and late finishes. The OAE operates a TOIL (time off in lieu) policy.



# Job description

## Projects Administration

- Coordinate Education projects across London Schools and music hubs around the country, including workshops, resources, rehearsals and concerts.
- Help create and distribute schedules for Education activity.
- Manage DBS checks across the Education team.
- Book venues, hotels and travel for projects and performances.
- Coordinate logistics including equipment, instruments, props, costumes and transport.
- Stage-manage Education performances (e.g., TOTS) and support set ups for rehearsals and shows.
- Manage and operate PA kit and other technical equipment.
- Record, edit and distribute media (audio, video, photography) using Audition, Premiere Pro and Photoshop.
- Act as music librarian for the department, including preparing pads and liaising with the OAE Librarian.
- Create learning resources using InDesign and undertake Sibelius/arranging work as required.

## Stakeholder Liaison & Representation

- Liaise with schools and hubs to coordinate project delivery and communication.
- Coordinate with internal and external teams including Acland Burghley School and Southbank Centre.
- Represent the Education Department at meetings such as Southbank Centre resident orchestras' Education group and Hub meetings.



# Job description (cont.)

## Communications & Copywriting

- Write copy for programmes, newsletters and Education communications.
- Manage the Education photo library including permissions, safeguarding considerations and image editing.
- Create and distribute project resources for schools and participants.

## Departmental Administration & Support

- Provide administrative support to the Education Director and wider team.
- Handle finance processes including invoices, expenses and some project costs.
- Oversee logistics such as parking, visitor lists and equipment movement.
- Manage health and safety including first aid responsibilities.

# Person specification

## Essential

- 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, including young people
- Good working knowledge of computer systems including Microsoft Office
- Good levels of physical fitness

## Desirable

- An interest in classical music
- Valid UK driving licence
- Knowledge of Sibelius and/or other music software



# 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 to Edward Shaw, Chief Operating Officer, at [recruitment@oae.co.uk](mailto:recruitment@oae.co.uk).

## Deadline

17:00 on Thursday 2 July. 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 6 July 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.

All applications received are reviewed and evaluated by members of the OAE team.

*"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



# 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

**Start date:** w/c 7 September 2026

**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 will 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.

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