

Do you believe in the power of music to transform lives?

Faust Chamber Orchestra is seeking a dynamic **part-time Team Assistant** to provide support in the smooth running of the fast-growing organization. This role offers a varied range of responsibilities around the orchestra concerts and activities, communication, fundraising, general administration under attractive flexible working conditions.

This is a **unique opportunity** to join an energetic and ambitious team managing a critically-acclaimed orchestra of top young professionals and make a difference in its development.

Faust Chamber Orchestra

Now in its 6th year, Faust Chamber Orchestra has emerged as the leading force **making classical music fresh, comprehensible and inspirational in the concert hall**. Under the artistic direction of founder and conductor Mark Austin, it is the only orchestra which believes accessible **spoken introductions and musical demonstrations** deserve a place at the heart of every performance. Following work with international artists including Guy Johnston and James Baillieu, and a 4-star review from The Times, 2016 saw Faust Chamber Orchestra (formerly Faust Ensemble) perform at LSO St Luke's and Kings Place, make a debut recording and expand its educational programme.

Audiences are drawn to Faust Chamber Orchestra's **distinctive programming** which throws light on the hidden meanings of works using commentary and comparison, together with live musical illustrations and the chance for listeners to ask questions. Recent successes have included an eclectic mix of Haydn and Sally Beamish, as well as "Ways into Bach", an exploration of dance in the music of JS Bach alongside linked works by CPE Bach and Grieg. The orchestra is committed to new music and gave the world premiere of Oliver Rudland's new opera 'Pincher Martin' at the Britten Theatre in the Royal College of Music.

Faust Chamber Orchestra's approach to music is about ensuring its vitality now and for generations to come. The ensemble leads a wide range of **educational projects**, working in partnership with Chiltern Music Academy, at Chickenshed Theatre and in several primary and secondary schools. These include school workshops, side-by-side sessions and joint performances. Members of the orchestra are currently involved with a major research project at Warwick University focusing on Music of the Napoleonic Era.

Organisation and team

Faust Chamber Orchestra is a Charitable Incorporated Organisation based in the London area; in August 2015 it became **registered charity** England & Wales no. 1163070. Every artistic season, Faust Chamber Orchestra presents approximately **4-5 orchestral concerts** in major UK venues and also **4-6 chamber series concerts** in more intimate venues such as Penn House, Buckinghamshire.

Faust Chamber Orchestra's **management team** is currently composed of the Artistic Director Mark Austin and the Chief Executive Maud Saint-Sardos, both working part-time for the organization. They support the definition of and implement the strategy.

Faust Chamber Orchestra is governed by a Board of **Trustees**, which normally meets three or four times a year and is currently composed of Countess Elizabeth Howe (Chairman), Leni Du Plessis, Gordon Austin (Treasurer), Nisreen Sachee. Both the Artistic Director and the Chief Executive, as well as other co-opted members, attend meetings of the Board of Trustees.

The role

Under the supervision of the Chief Executive, the Team Assistant will be supporting the effective, smooth running of the orchestra's programme of activity and provide administrative support for the organization, in particular:

CONCERTS & PROJECTS

- Book rehearsal and concert venues, liaising effectively to ensure the smooth running of all logistical and technical aspects including stage management and get-ins / get-outs
- Prepare the concert tickets booking set up, either liaising with the concert venue providing the box office services or creating a dedicated set up (e.g. for the chamber series); handle any ticket booking query received by email
- Coordinate rehearsal and concert schedules with the conductor, guest artists and performers, act as main point of contact for them
- Compile and issue contractual and payment documentation for the conductor, guest artists and performers
- Prepare concert programmes gathering content, formatting and coordinating for printing and delivery ahead of the concert
- Prepare and implement all aspects in relation to the orchestra's education programme: liaison with the partners (e.g. schools), venue and logistics, schedule, communication, etc.
- Attend concerts and events when required and support the management team wherever required (stage management, communication, guests welcome, etc.)

FUNDRAISING

- Assist with the administration of the Friends and Patrons of the orchestra: individual communication, donations, gift aid, thank you cards, etc.
- Prepare and implement all aspects in relation to the orchestra's post-concert reception and fundraising events: logistics for the venue, catering, guest list, etc.
- Assist with the research, preparation and submission of funding applications to the Arts Council as well as various trusts and foundations; assist with the research and identification of corporate sponsors for an artistic season or specific project(s)

MARKETING & COMMUNICATION

- Create and/or collect regular content for the orchestra's website and social media accounts ensuring that the orchestra's online profile continues to grow; update the orchestra's website on a regular basis
- Create regular newsletters for all followers of the orchestra, as well as specific ones for supporters; maintain the mailing lists up to date with new contacts
- Assist with the creation, distribution and follow up of marketing material for specific events: list and promote concerts on various platforms, initiate individual contacts with target networks, prepare the press releases, etc.

GENERAL ADMINISTRATION

- Assist with the preparation of board meetings, budget and charity annual report
- Answer any general query received by email, be the main point of contact
- Any other duties as may reasonably be required for the smooth running of the orchestra and as required by the Chief Executive

Essential skills & requirements

- Excellent communication skills, both verbal and written, and the ability to communicate effectively at all levels and across different platforms
- Strong administrative and organisational skills, diligence and attention to detail
- Strong IT skills both for Microsoft Office (Word, Excel, Powerpoint) and online tools (Weebly, Mailchimp, etc.)
- Interest in classical music and keenness to promote it wherever possible
- Ability to manage and plan own workload as well as meeting deadlines and targets
- Positive and flexible attitude with the ability to work independently and as part of a small team, on a varied range of topics and sometimes under pressure

Desirable skills

- Good understanding of the classical music industry and associated network
- Previous experience in a similar position within the charity or / and arts sector
- Experience of working with a variety of PR and social media platforms
- Confidence, good presentation

Terms

This new freelance role is expected to be for 2 days a week or equivalent over 15 weeks starting as soon as possible. The rate offered is £100 a day all inclusive.

The role could extend past the 2016-2017 season, subject to available funding.

Work is from home with meetings on Skype and in-person in London as necessary. Also presence at rehearsals / concerts might be required out of office hours.

Application timeline

Application is by CV and cover letter and should be sent by email to maud.saint-sardos@faustchamberorchestra.org no later than 24th March 2017.

The Chief Executive and the Artistic Director, as well as a representative group of trustees will interview short-listed candidates. The selected candidate will be appointed by mid April 2017.

More information

More information about the orchestra is available on the website:
www.faustchamberorchestra.org

If you would like to have an informal conversation about this opportunity, please contact Chief Executive Maud Saint-Sardos maud.saint-sardos@faustchamberorchestra.org.