



JOB DESCRIPTION: Administrator (full-time)

Starting salary:	Competitive, according to experience
Reporting to:	General Director
Based:	London
Hours of work:	Standard office hours are 9:30 - 17:30 Monday to Friday, though availability is sometimes required outside these hours, including evenings and weekends (time off in lieu will be given as we do not pay overtime). We offer flexible working arrangements to support a healthy work-life balance.
Holiday:	25 days per year plus 8 public holidays
Notice period:	Three months after an initial probationary period of up to one year, during which the notice period is one month on either side.
Auto Enrolment Pension:	The Company currently contributes up to 10% (subject to scheme rules)
Other benefits:	Annual employee leisure travel insurance
Key relationships:	Musicians, supporters, agents and promoters, external partners and the wider MCO team

The Administrator is a key member of our dedicated and highly motivated team. The successful candidate will focus on a wide range of administrative tasks to contribute to the smooth planning and delivery of our tours & concerts, fundraising and marketing activity.

Responsibilities include (but are not limited to):

- Providing administrative support and assistance to the MCO team as required.
- Handling logistics and administrative tasks including sourcing rehearsal rooms, visa applications, permits, arranging travel and accommodation for individuals and groups.
- Coordinating and maintaining accurate records for rehearsals, choir fixing, performer payments and logistical arrangements.
- Working with the Head of Development/Development Manager on a variety of administrative tasks to ensure the smooth delivery of our fundraising strategy.
- Liaising with our external designers and press and PR company to ensure requests for materials and content are dealt with in a timely fashion.
- Ensuring information relating to our activity is kept up to date on all platforms and shared appropriately with various stakeholders in a timely fashion.
- Assisting with music library management, including cataloguing, copying and distribution to performers.

ABOUT YOU

ESSENTIAL

The successful applicant will have the following qualities / experience:

- Educated to degree level
- A high level of initiative and meticulous attention to detail
- A competent user of databases, Excel, Word, Outlook
- Highly organised and an excellent communicator
- Complete fluency in English (written & spoken)
- Excellent time and task management skills
- The ability to work well under pressure
- The ability to multi-task and prioritise work efficiently, and to follow work through to completion within established deadlines
- A bright and pleasant disposition, with endless energy and motivation
- The ability to be able to work flexible hours as necessary in order to attend company events

DESIRABLE

- A keen interest in classical music and ability to read sheet music
- Experience of working within a small team
- Foreign languages are an advantage

The Job Description is a guide to the nature of the work required of the role. It is not wholly comprehensive or restrictive and may be reviewed with the post-holder to reflect ongoing developments and the evolving needs of the organisation.