



MONTEVERDI ARTS MANAGEMENT TRAINING PROGRAMME DEVELOPMENT TRAINEE – FULL-TIME, 6 MONTHS

ABOUT US

The three Monteverdi ensembles – the Monteverdi Choir, English Baroque Soloists and Orchestre Révolutionnaire et Romantique – are a leading force on the international music scene. World-class musicians and singers from many nationalities come together to share in the distinctive vision of our founder and music director, Sir John Eliot Gardiner, in ground-breaking projects that span eight centuries of musical masterpieces.

Buoyed by the momentum created by our highly anticipated and RPS award-winning Monteverdi 450 international tour, this is an exciting time to work alongside our busy team as we deliver prestigious tours including Handel's *Semele* and Berlioz's *Benvenuto Cellini* in 2019, and our ambitious Beethoven 250 project in 2020.

ABOUT THE PROGRAMME

The Monteverdi Arts Management Training Programme offers a bridge between university and the professional world for graduates who are interested in pursuing a career in arts administration. Placements are currently voluntary and unpaid, but we offer a contribution towards travel and lunch costs. Previous trainees have gone on to secure positions with major organisations such as The Royal Opera House, Orchestra of the Age of Enlightenment, The Sixteen, The Electoral Reform Society, Dance UK, Sage Gateshead, Albion Media, The Agency Group and most recently, the Monteverdi team.

The Development team is responsible for generating income for the activities of the Monteverdi Choir & Orchestras through raising funds from individual giving, trusts and foundations, corporate sponsorships, events and the membership programme (UK and USA). By the end of the placement you will have acquired a good understanding of development within the performing arts, and the practical skills to help you move confidently towards your first development job. In this role you will have the chance to:

- Gain an understanding of the annual membership campaign through assistance with sending out mailings, acknowledging donors, processing payments, and producing regular income reports
- Develop events promotion and management skills. This could include assisting with the administration and coordination of fundraising and members' events, booking attendees, producing guest lists, researching suppliers, liaising with external partners, greeting guests and producing other event materials

- Acquire experience in database management (including maintenance of the 'Raiser's Edge' database and inputting data); financial and analytical reporting, and producing online gift aid claims
- Improve interpersonal and communication skills, and learn to build effective professional relationships, not only with the Monteverdi team, but also with a number of external associates including supporters, Monteverdi apprentices, musicians and venues
- Develop a sense of good fundraising practice in a fast-paced environment through attendance and participation in meetings
- Gain an understanding of the daily running of a busy arts administration office: this could include tasks such as answering and re-directing phone-calls, handling post, responding to general queries from the public, purchasing office supplies, booking couriers and taxis, and greeting visitors to the office.

WHO WE ARE LOOKING FOR

We are looking for motivated and energetic graduates who are passionate about music and keen to embark on a career in arts fundraising. Key qualities we will look for in applicants are:

- Good organisational skills and attention to detail
- A keen interest in / knowledge of classical music
- A pro-active and professional attitude to work
- Professional telephone manner and demeanour
- An excellent command of English (written/spoken)

HOW TRAINEES BENEFIT FROM OUR PROGRAMME

- Our placements offer the invaluable opportunity to work behind the scenes of an ambitious and fast-paced arts organisation directed by Sir John Eliot Gardiner, one of the most versatile and sought-after conductors of our time
- The organisation is in the unique position of managing two period-instrument orchestras, whose members are world-renowned in their field, as well as the greatest professional choir in the world
- Our Development Trainees build a solid foundation of experience in arts fundraising, events management and office administration within a positive and innovative environment
- As well as offering you career advice, we can provide support in finding a permanent role in the industry at the end of your placement, offering guidance in writing CVs and job applications, and improving interview skills.

HOW TO APPLY

To apply, please email a CV, a covering letter outlining your suitability for our Training Programme and our Equality & Diversity Monitoring Form to recruitment@monteverdi.org.uk with the subject line 'Training Programme Application'.