**MEMBERSHIP & EXECUTIVE ASSISTANT**

**Permanent, full-time
Salary: Commensurate with experience**

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 artistically acclaimed Monteverdi 450 international tour in 2017, this is an exciting time for an outstanding candidate to join our busy team as we embark on delivering equally ambitious projects over the coming years. To complement our concerts, we have plans to expand our Apprentices Programme to include conductors and to develop our choral and orchestral education initiatives with the collaboration of our expert musicians.

As part of our ongoing development, we are seeking a Membership & Executive Assistant to provide direct support to our General Director and to take responsibility for assisting in fundraising, with a particular focus on stewarding our membership scheme. The successful candidate will have an exceptional eye for detail, be highly organised and have excellent interpersonal and administrative skills.

**CLOSING DATE:** 10am Monday 29th October 2018

**INTERVIEWS:** Week commencing Monday 12th November 2018

Download the **Equality and Diversity Monitoring Form**

Download the **Job Description**

**HOW TO APPLY:**

Please email a covering letter, CV and Equality and Diversity Monitoring Form to **recruitment@monteverdi.org.uk** with the subject line **‘Membership & Executive Assistant’**. As a guide, your covering letter should clearly demonstrate your relevant experience and your suitability for the position and should be no longer than 2 sides of A4. Please include your current salary/salary expectation.

The Monteverdi Choir & Orchestras is an equal opportunities employer