

## **ABO Conference Assistant**

### **26 NOVEMBER 2018 – 25 JANUARY 2019**

The ABO's primary event each year is its annual conference, the major gathering of the classical music industry in the UK, with over 300 delegates drawn from orchestras both from within the UK and abroad, plus funding agencies, venues, agents, publishers and suppliers. Our Principal Media Partner is Classic FM and Rhinegold Publishing is our print media partner. The 2019 Conference will be held in Belfast from 23-25 January 2019, hosted by Ulster Orchestra. We are now looking for a conference assistant to join the ABO team for 8 weeks in the run-up to and for the duration of the conference.

### **JOB DESCRIPTION**

- Processing booking forms in collaboration with the Office & Events Administrator
- Answering telephone calls and email enquiries as required
- Producing name badges and other printed materials for delegate packs
- General office administration – filing, photocopying, organising outgoing post
- Attending the Conference, registering delegates, and greeting speakers
- Assisting the Office & Events Administrator in liaising with sponsors and exhibitors and welcoming trade exhibitors to the conference
- Supervising conference sessions to ensure they run smoothly and being on hand to assist with any queries
- Assisting the ABO team with any additional duties as required.

This year, the Conference Assistant will also have the opportunity to attend an ABO Board meeting and the ABO's Annual General Meeting on 27 November and also assist with preparations for a Scottish Parliament event in December 2018.

### **Benefits**

- Hands-on experience of working in a dynamic arts organisation and exposure to the UK's orchestral sector and wider classical music industry
- Opportunity to develop key skills including event administration and management and database management
- Opportunity to make contacts within the industry

### **Person Specification**

We are looking for a responsible and enthusiastic candidate with good organisational skills and a keen interest in classical music and the orchestral sector. You will be a good communicator with a pro-active approach, excellent attention to detail and a quick learner able to work independently as well as part of the team. You should be IT literate with Microsoft Office skills and experience of using mail merge would be desirable.

### **To apply**

Please send or e-mail a CV and covering letter detailing your suitability and interest in the position to: **Emma Nevell, Office & Events Administrator, Association of British Orchestras, 32 Rose Street, London WC2E 9ET** or by email to [emma@abo.org.uk](mailto:emma@abo.org.uk)

The **closing date** for applications is **12pm on Friday 2 November**. Interviews will be held on **Thursday 8 and Friday 9 November**.

If you require any further details on this role please email [jenny@abo.org.uk](mailto:jenny@abo.org.uk)

## Employment details

Office location	32 Rose Street, London WC2E 9ET (nearest Underground stations are Leicester Square and Covent Garden). The assistant will also be required to work in Belfast between 22-25 January 2019.
Office hours	This is an 8-week placement with the assistant working 3 days per week between 26 November and 25 January. During the weeks of 7 and 14 January 2019, additional days may be required and during the week of the conference you will be required for all 5 days (21-25 January)
Reporting to	Membership & Operations Manager
Holidays	20 days per annum pro-rata plus public holidays and the period between Christmas and New Year when the office is normally closed.
Salary	National Minimum Wage subject to assistant's age

The ABO is striving to be an equal opportunities employer. In matters of recruitment and employment we will ensure that no individual receives less favourable treatment on the grounds of gender, race, ethnic or national origin, religious beliefs, marital status, sexual orientation, age or disability.