

## **ABO Internship**

### **15 FEBRUARY 2010 – 12 AUGUST 2010**

The Association of British Orchestras offers six-month voluntary placements, four days a week, starting twice a year within a small, energetic and committed team based in central London. These posts are ideal for graduates wishing to gain hands-on experience of the classical music industry and considering a career in arts administration.

### **Key responsibilities**

#### **ABO Conference**

- Preparing material for the annual Conference including booking forms, delegate bags and press packs
- Attending the Conference, registering delegates, greeting speakers

#### **Specialist Manager Meetings / Brass Tacks courses**

- Assisting with administration and coordination of events including booking attendees, co-ordinating logistics and preparing event materials
- Attendance at events as administrative point of contact, logging the arrival of delegates, distributing name badges and event material and taking minutes as required

#### **Administration**

- Managing the ABO Volunteer Register
- Helping to generate articles for the monthly e-mail newsletter
- Answering the phone and greeting visitors
- Assisting with member enquiries via telephone, e-mail and post
- Opening, sorting and distributing incoming post and organising outgoing post
- Maintaining the member databases

### **Qualities**

We are looking for a responsible graduate with a keen interest in classical music. You will be a good communicator with a pro-active approach and a quick learner, able to take on responsibility readily and work independently. You should be IT literate with Microsoft Office skills, particularly Word and Access.

### **Benefits**

- Hands-on experience of working in a dynamic arts organisation and exposure to the UK orchestral sector and wider classical music industry
- Opportunity to develop key skills including event administration and management, marketing, fundraising, finance and database management
- Opportunity to make contacts within the industry, visiting member organisations and attending key ABO events

- Participation in a range of professional development activities including the ABO's Brass Tacks one-day management courses
- Careers advice including assistance with development of your CV, applying for jobs and interviewing successfully
- Travel expenses and a lunch allowance

## To apply

To apply, please send or e-mail a CV and covering letter detailing your suitability and interest in the position to:

Orla Molony  
Membership Services Officer  
Association of British Orchestras  
20 Rupert Street  
London W1D 6DF

The **closing date** for applications is **5pm on Friday 22 January 2010**  
Interviews will be held on Tuesday 26 January 2010 in central London

**There is another six-month placement available from September 2010 to February 2011. If you are interested in applying for this, please also forward your CV to us and we will hold it on record until nearer that time.**

For any further queries please contact Orla Molony  
[orla@abo.org.uk](mailto:orla@abo.org.uk) or telephone 020 7287 0333