

OFFICE & EVENTS ADMINISTRATOR

The Association of British Orchestras is looking to appoint an Office & Events Administrator to join its small, busy, energetic and committed team. The Office & Events Administrator will assist the Membership & Operations Manager in managing the ABO's membership, office, database and finances and in delivering the ABO's annual conference and other events.

Job Description

Conference and Events

- Contribute to planning of events and training programme
- Co-ordinate dates for member networking and training events
- Ensure accurate event information is uploaded to the database, website and social media feeds
- Produce and distribute marketing materials and delegate mailings
- Liaise with speakers on timings, travel and accommodation
- Negotiate with traders and exhibitors for annual conference
- Process bookings for conference and other events
- Prepare delegate packs and other materials, greet attendees on arrival, and manage return of materials to ABO office
- Issue evaluation surveys and collate results

Members and Communications

- Be first point of contact for member and general enquiries
- Respond to membership enquiries and send out information to new members
- Manage content for relevant sections of the ABO website including event and member information, jobs page and careers information
- Organise mailings to members including monthly ABO Update and bulletins
- Maintain and develop the ABO's database and ensure it interacts effectively with the website
- Update and post to the ABO's social media platforms
- Manage production and distribution of stakeholder newsletter *ABO News*
- Collate, produce and disseminate findings from surveys of members

Finance

- Assist the Membership & Events Manager with financial responsibilities
- Assist in annual subscription renewals process

Governance

- Co-ordinate ABO board and ABO Trust meetings, and Annual General Meeting
- Take minutes and circulate to board/trustees

Office

- Provide PA support to the Director and other team members
- Manage the ABO's external archive
- Maintain office and stationery supplies and liaise with external IT company
- General administrative support and other duties as they arise

Given the relatively small nature of the administrative team, a commitment to flexible working and teamwork is essential. It may be necessary to revise the job description from time to time and particularly in light of the experience and skills of the successful candidate.

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 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 be willing to learn how to use new software. Training will be provided as required.

Competency		Attributes	Essential/ Desirable
Experience	1.1	Experience of working in an office environment	Essential
	1.2	Experience of accounts software	Desirable
	1.3	Experience of using mail merge	Desirable
	1.4	Experience of assisting with events and working with stakeholders	Desirable
Knowledge	2.1	Website Content Management and CRM databases	Desirable
	2.2	Microsoft Office software including Excel	Essential
	2.3	Interest in classical music and orchestral sector	Desirable
Skills/ Abilities	3.1	Good communication skills, oral and written	Essential
	3.2	Time and task management	Essential
	3.3	Ability to prioritise work	Essential
	3.4	Ability to work as a team member	Essential
	3.5	Attention to detail	Essential

Closing Date for applications: noon on Friday 24 May 2019

Interviews will be held on Thursday 30 May

To apply email the completed application form to Jenny Lomas on jenny@abo.org.uk

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.

Employment details

Salary	£25,000 per annum
Office location	32 Rose Street, London WC2E 9ET (nearest Underground stations Leicester Square and Covent Garden). Occasional travel in the UK will be required.
Office hours	Normally 9.30am – 5.30pm but this is flexible and at certain times when pressure of work demands, e.g. at the time of the Annual Conference, longer hours may be necessary, for which time off in lieu can be arranged.
Reporting to	Membership & Operations Manager
Holidays	20 days per annum plus public holidays and the period between Christmas and New Year when the office is normally closed.
Notice	There will be an initial six months' probationary period, during which one week's notice of termination of employment will be required on either side. Following confirmation of the permanent post, one month's notice will be required.
Pension contribution	The company will make a contribution of 5% of salary in accordance with Pensions Auto-Enrolment regulations.
Season ticket loan	A season ticket loan is available.

About the ABO

The ABO's mission is to enable and support an innovative, collaborative and sustainable orchestral sector, and to provide advice, support, intelligence and information to the people who make British orchestras a global success. The key objectives of the Association cover three areas of activity: Connecting, Championing, Developing.

History

The Association of British Orchestras was founded in 1948 as the Orchestral Employers' Association, primarily to negotiate with the Musicians' Union and other bodies on behalf of its membership. Re-constituted in 1973 as the Association of British Orchestras, it continues to negotiate the ABO/MU Freelance Orchestral Agreement and to represent its membership in national and international organisations and events.

Over its 70 year history, it has seen substantial development in terms of its members and its role, which has expanded to include a diverse range of activities designed to support the development of the UK's orchestral life. The ABO now has an extensive programme of events from Specialist Managers Meetings to training courses and its ever-popular annual conference.

The ABO has developed a role as co-ordinator of various national projects, especially in the area of education and community work, and has also mounted a number of research initiatives, with a series of important industry reports. It also has a successful history of campaigning on behalf of its members, both in the UK and in Europe.