



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

ABOUT US

“If there were a Nobel prize for choirs, the Monteverdi Choir should be its laureate” - Le Monde

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.

The Monteverdi ensembles regularly perform at the most prestigious international concert venues and festivals; the 2014/15 season has included performances in the U.K., Germany, France, Austria, Italy, Spain, Mexico and the U.S.A., and further upcoming projects include Monteverdi’s *L’Orfeo* and Berlioz’s *Symphonie Fantastique* at the BBC Proms, a new staged production of Gluck’s *Orphée et Eurydice* at the Royal Opera House, and international tours of Mozart Symphonies and Bach’s *St Matthew Passion*.

Alongside our busy performance schedule, the ensembles have made over 100 acclaimed recordings for major record labels. Since the establishment of our own independent label, Soli Deo Gloria, in 2000, we have released 40 albums including the award-winning Bach Cantatas Pilgrimage series, hailed by Gramophone as *“one of the most ambitious musical projects of all time”*.

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. We offer full-time, 6-month placements in three key departments: Tours & Concerts, Marketing and Development. Placements are voluntary and unpaid, but we offer a contribution towards travel and lunch costs. Previous trainees have gone on to secure positions with major arts organisations such as The Royal Opera House, Dance UK, Sage Gateshead, The Sixteen, Albion Media and The Agency Group.

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 and the membership programmes (UK-EU, France, U.S.A).

The Development Trainee reports to the Development Officer, and 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
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- 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 administration staff, 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, and taking minutes if required
- Gain an understanding of the daily running of a busy arts administration office. This will 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 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 your placement and offer guidance in writing CVs and job applications, and improving interview skills.

Deadline for applications: Monday 13th July 2015 - 12:00 noon

Interviews: Week commencing 13th July, for a start on 3rd August

Applications Please send your CV and covering letter outlining your suitability for our Development Trainee placement to Fanny Guesdon, Development Officer

By email fanny@monteverdi.org.uk

By post Monteverdi Choir & Orchestras

Level 9, 25 Cabot Square, London E14 4QA

"The performance of the Symphony No. 5 was quite simply one of the most ebullient, pungently characterised and dazzlingly played that I have ever heard" – The Times