



JOB DESCRIPTION: Administrator (full-time)

Starting salary:	Competitive, according to experience
Reporting to:	General Director
Based:	London (although we are primarily a touring company - 90% of our concerts take place abroad - most of our rehearsals take place in London and this role does not require touring)
Hours of work:	Standard office hours are 9:30 - 17:30 (with some flexibility possible) Monday to Friday, though the nature of the role requires some availability outside these hours, including attendance at occasional events during evenings and weekends (time off in lieu will be given as we do not pay overtime)
Holiday:	25 days per year plus 8 public holidays
Notice period:	Three months after an initial one-year probationary period, during which the notice period is one month on either side
Auto Enrolment Pension:	The Company currently contributes up to 10% (subject to scheme rules)
Other benefits:	Annual employee leisure travel insurance
Key relationships:	Musicians, agents and promoters, external partners and the wider MCO team

The Administrator is a key member of our dedicated and highly motivated team. The successful candidate will focus on a variety of administrative tasks to contribute to the smooth planning and delivery of our international tours & concerts. Additionally, they will provide general assistance within the office and to our Librarian.

Key Areas of activity will include:

CONCERTS & TOURS ASSISTANCE

Assisting the tours and concerts team in:

- Securing quotes and negotiating financial deals involving travel, hotels, haulage etc., within budget
- Drawing up ticketing lists for airlines and travel companies, ensuring that deadlines are met
- Liaising with travel agents and promoters to coordinate group airline check-in arrangements and other requirements
- Collecting individual travel deviation requests, collating and filing receipts/statements for reimbursement
- Researching and arranging complex travel requirements for individuals, as required
- Preparing hotel rooming lists; liaising with hotels, agents and promoters to ensure MCO requirements are met
- Liaising with the MCO's transport partners regarding arrangements for the instrument truck and driver/s while on tour, including obtaining van permits, arranging parking spaces, booking accommodation and liaising with overseas agents and promoters
- Preparing and applying for ATA Carnets in good time, as required
- Sourcing and booking London rehearsal venues and booking accompanists, as required
- Assisting with management of London concerts and rehearsals (set-up, distributing materials, arranging refreshments)

- Proactively collating A1 Certificates and US TAJA1 from performers, ensuring they are aware of and meet set deadlines, as required
- Administering any visa, work permit and PPE requirements for projects and core activity, as required
- Creating and distributing accurate performer pay slips
- Keeping clear, accurate and up-to-date records of all touring information and performers at all times using agreed systems, and ensuring information is filed in a timely manner

LIBRARIAN ASSISTANCE

- Working with the music librarian to ensure scores are requested from and sent to storage in a timely fashion
- Assisting with music library management
- Assisting with acquiring scores and cataloguing
- Assisting with copying and distributing music to performers

OTHER GENERAL ASSISTANCE

- Providing assistance to the Finance & Administration Manager, as may be required
- Other duties as reasonably required

ABOUT YOU

ESSENTIAL

The successful applicant will have the following qualities / experience:

- A high level of initiative and meticulous attention to detail
- At least one years' experience in administration gained within an arts organisation
- A competent user of databases, Excel, Word, Outlook
- Enthusiastic, organised and an excellent communicator
- Complete fluency in English (written & spoken)
- Excellent time and task management skills
- The ability to work well under pressure
- The ability to multi-task and prioritise work efficiently, and to follow work through to completion within established deadlines
- A bright and pleasant disposition, with endless energy and motivation
- You must be willing and able to work flexible hours as necessary in order to attend company events

DESIRABLE

- A keen interest in classical music and ability to read sheet music
- Experience of working within a small team
- Foreign languages are an advantage

The Job Description is a guide to the nature of the work required of the role. It is not wholly comprehensive or restrictive and may be reviewed with the post-holder by the General Director, if required.