



## **JOB DESCRIPTION:    Communications & Digital Coordinator**

Starting salary:	Competitive
Reporting to:	General Director
Based:	London (Canary Wharf) with some home working and occasional travel.
Hours of work: Flexible	Standard working hours are 9:30 - 17:30 (flexibility possible) Monday to Friday, though the nature of the role requires some availability outside these hours, including attendance at events during evenings and weekends (time off in lieu).
Holiday:	25 days per year plus 8 public holidays
Notice period:	Three months after 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:	MCO team, promoters, external agents, record labels, digital production partners

**The Communications & Digital Coordinator is responsible for the delivery of engaging and impactful communications across all platforms to promote the activity of the Company's three internationally renowned ensembles worldwide.**

Responsibilities include (but are not limited to):

### **PLANNING**

- Devising and delivering an innovative communications plan to ensure continuous and consistent online and offline presence of MCO messaging with engaging brand stories for each of our three world-class ensembles
- Compiling detailed communications plans and proactively sharing them with our stakeholders
- Liaising with our own recording label and with external ones to ensure any activity, for new releases and back catalogue are incorporated organically into our planning

### **COMMUNICATIONS**

- Ensuring effective and consistent communications of MCO messaging across all channels, including social media
- Coordinating press coverage and interviews to maximise publicity whenever possible, in liaison with external press partners and venues
- Sharing media coverage and key publicity assets with all colleagues, board, and external partners
- Participating actively in team meetings to communicate key developments and ensure circulation of relevant information to each member of the MCO team
- Overseeing all MCO offline communications, including sourcing and managing external designers

## **CONTENT**

- In liaison with the MCO team and our digital production and any other external partners, coordinating the production of creative and compelling content for all channels, including non-digital
- Managing marketing / design for all projects and to provide, and monitor use of, all concert information and MCO promotional material to promoters / venues in a timely manner, checking all venue communications for accuracy and appropriateness for our message
- Ensuring content on our website is up to date at all times and keep exploring opportunities for maximising potential
- Ensuring any copyright restrictions are adhered to

## **ABOUT YOU**

### **ESSENTIAL**

The successful applicant will have the following qualities / experience:

- Strong relevant experience in communications and/or marketing, with demonstrable successful results on all platforms including social media
- Highly organised, efficient and self-motivated, a problem solver
- Excellent interpersonal skills to build and manage strong internal and external relationships
- Excellent English (written & spoken), with a clear, persuasive writing style
- The ability to work in a dynamic, fast-paced environment, to deadlines
- Willingness and ability to work flexible hours as necessary
- A keen interest in classical music and understanding of the challenges within the industry

### **DESIRABLE**

- Educated to degree level
- Working knowledge of design software e.g. Adobe Creative Cloud
- Foreign languages

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.