



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
- Coordinating broadcast opportunities for the ensembles
- Coordinating the delivery of any digital projects (e.g. concert filming and live streaming)
- 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
- Experience of recording labels
- 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.