

OPERATIONS COORDINATOR BRIGHTON PHILHARMONIC ORCHESTRA JUNE 2024



ABOUT THE BRIGHTON PHILHARMONIC ORCHESTRA

The Brighton Philharmonic Orchestra is a professional orchestra based in Brighton & Hove led by Music Director Joanna MacGregor CBE. Our core season of concerts are held at Brighton Dome Concert Hall, with smaller performances across the city and wider county. Today the orchestra attracts internationally acclaimed conductors and soloists, working alongside our high calibre orchestral payers, many of whom regularly work with some of the world's finest orchestras. Under Joanna's direction, the BPO has evolved with ambitious programming and exciting collaborations, and is launching its Centenary season this June.

The BPO is a small team comprising of Music Director, General Manager, Operations Manager and freelance support from a Finance Manager and Fixer. The organisation is governed by a board of six Trustees who are volunteers. The orchestra also has a loyal following of Friends, Patrons and Sponsors, all of whom are members of our parent company, the Brighton & Hove Philharmonic Society.

THE ROLE

The BPO is recruiting for a newly created role of **Operations Coordinator**. Reporting to the Operations Manager, this role will be integral to the overall running of the orchestra, working to support all functions from concert production to sales, marketing, membership and administration. The role will be responsible for membership communications, as well as acting as a point of contact across all stakeholders from venues, artist management companies, board members, sponsors and local businesses. The successful candidate will be instrumental in ensuring smooth business operations and the seamless organisation of all our varied work streams. Working as part of a small team, the Operations Coordinator will have a real opportunity to contribute positively to the orchestra, and bring fresh ideas and new approaches to the role.

MAIN AREAS OF RESPONSIBILITY

Concert Production

- Booking of rehearsal venues
- Supporting the logistics for our visiting soloists and conductors
- Producing concert notes for each concert to be distributed to the performers
- Booking travel arrangements such as accommodation, trains and parking
- Support the wider team on all rehearsal and concert days, trouble-shooting any issues
- Supporting the librarian function, from hiring and returning scores to scanning parts and preparing desk folders
- Work with the Dome ticketing team with regards to seat holds, press tickets and group bookings

Membership

Support our year-round programme of member events, including recitals, pre-concert talks and post-concert receptions

Compile membership news updates using Mailchimp

Collate content for the quarterly members newsletter

Support with administration of the membership programme, including renewals and payment reminders

Maintain the membership database and CRM Monday.com

Provide a point of contact for member enquiries

Sales & Marketing

Support the production of all concert marketing materials, both in print and online

Provide updates to the BPO website

Collate assets for use across all our marketing, such as images from our soloists or supporting the production of video shorts

Research potential new avenues for us to reach new audiences and promote our concerts in a cost-effective way

Administration

Manage general office administration such as stationary orders, archiving of materials and postage

Administration of board meetings and the AGM, including taking minutes

Archive management

PERSON SPECIFICATION

Essential:

Proven experience as an office administrator, office assistant or similar relevant role

Outstanding communication and interpersonal abilities

Excellent organisational and time management skills, including the ability to multi-task and prioritise effectively

Good knowledge of relevant software including Microsoft Office, CRM and database systems

Experience of company management including maintaining company procedures

Experience of partnership working

Willingness to be an active and positive advocate for the BPO on a day-to-day basis and at events (as required).

Flexibility to divert to priority tasks during our busiest periods, and adaptable to undertake other duties as reasonably requested

Desirable:

Experience of working in the music or wider arts sector

Experience working with a membership organisation

Experience of using our preferred software, Monday.com for CRM and Squarespace for website management

An interest and experience in orchestral / classical music

Understanding of diversity and equal opportunities policies within an organisation

TERMS OF EMPLOYMENT

Working hours: full time with an average working week of 37.5 hours within a working week. The Operations Coordinator will be required to be available to attend all rehearsals and concerts, as well as all evening member events. This is currently between 6-8 weekends between September and April, and occasional evenings as required. TOIL is provided.

Salary: in the bracket £24,000 - £30,000 per annum

Annual Leave: 24 working days a year (pro rata), plus public holidays falling on a normal working day

Location: BPO office in Community Base, Queen's Road, Brighton

TO APPLY

Please send a CV and cover letter outlining your relevant experience for the role to Gill Davies, gill.davies@brightonphil.org.uk. Please include your current salary.