



## Concerts and Administration Manager



## Berkeley Ensemble

Hailed as 'an instinctive collective' (*The Strad*) the **Berkeley Ensemble** was formed in 2008 with the aim of exploring little-known twentieth- and twenty first-century British chamber music alongside more established repertoire. Based in London, the ensemble works throughout the UK and abroad and is committed to providing high-quality performances and music education, especially in areas where provision is sparse.

Each year the ensemble gives around twenty concerts, including visits to major festivals and venues with recent performances including appearances at the Aldeburgh, Spitalfields and Cheltenham festivals. It has collaborated with a range of guest artists including Adrian Brendel, Nicholas Daniel, Tom Poster, James Baillieu and Christopher Glynn and has performed live on BBC Radio 3's *In Tune* and *Performance on 3* (live from the Spitalfields festival). In addition to its work on the concert platform the ensemble has an ongoing relationship with Resonus Classics and its recordings have attracted critical acclaim with the most recent, *Lennox Berkeley: Chamber Works* selected by *BBC Music Magazine* as Chamber Choice (September 2015) and featured in the *Gramophone Critics' Choice* 2015.

Education work is central to the ensemble's activities and the group delivers ten to fifteen projects each year, working with students of all ages at schools, colleges and universities throughout the UK. It is Associate Artist at the University of Hull, Ensemble-in-Residence at Ibstock Place School and runs an annual chamber music course in Somerset. The ensemble has an ongoing partnership with PRS for Music, with which it delivers workshops for composers, and regularly has collaborated with Wiltshire Music Centre on its *Stories in Sound* initiative.

In October 2016 the Berkeley Ensemble took on curatorship of the Little Venice Music Festival. The festival is a flagship event for the group, drawing together the various strands of the ensemble's regular activities into a weekend of engaging chamber music performances, and inspiring education events and collaborations with leading composers and guest artists.

*'there is the high quality of the performances by the Berkeley Ensemble, a malleable group which, like the Nash Ensemble, can adapt itself to different formats and plays as if it were truly inside the music.'* Geoffrey Norris, Sunday Telegraph

*'The Berkeley Ensemble can be trusted to show a total belief and understanding in the composer and his language.'* MusicWeb International

[berkeleyensemble.co.uk](http://berkeleyensemble.co.uk)

[littlevenice-mf.com](http://littlevenice-mf.com)

## Role overview

Celebrating its tenth birthday in 2018, the musicians and trustees of the Berkeley Ensemble are looking for a **Concerts and Administration Manager** to join them as they embark on an ambitious expansion of their annual programme of concert and education projects. Until now, the ensemble has been managed by its members primarily on a voluntary basis so this dedicated administration role will be varied and wide-ranging in order to fully support the various activities of the group.

The role requires an exceptional level of care and skill in planning and delivery. You will work closely with the ensemble's musicians and project partners taking responsibility for all logistics relating to concerts, education work and UK tours, including coordinating travel, preparing schedules and providing concert and event management. Providing general administrative support across all areas is also vital to the role and you will work closely with the General Manager and trustees in the upkeep of the organisation's financial accounts.

The Berkeley Ensemble is an agile and dynamic organisation with ambitious plans for the future. For the right applicant there is scope to develop and expand the role as you help grow the ensemble's profile nationwide and internationally.

## Key responsibilities

Working closely with the General Manager, Education Manager and Trustees the key project management responsibilities of the role include:

- managing the logistics for all concert and education projects, liaising with venues, promoters, schools, musicians and partner organisations as necessary; preparing and distributing project schedules; booking travel and accommodation; sourcing and preparing performance materials; fixing extra musicians; booking rehearsal venues.
- Event management as required to include concerts (with occasional stage management duties), education workshops, fundraising events and the ensemble's annual residential chamber music course in Somerset.
- Overseeing the front of house provision and managing a team of volunteers at the ensemble's annual Little Venice Music Festival in London.

The General Administration duties of the role are:

- Maintaining efficient, accurate and up-to-date paper and electronic financial records, including collecting project receipts from musicians; assisting with the annual Independent Examination as required.



- Preparing invoices and receipts and processing player payments; dealing with petty cash and paying in cheques.
- Administrating the ensemble's Friends schemes, recording fundraising income in line with accounting procedures, ensuring regular communication is maintained with donors at every level and helping to create the annual programme of supporter events.
- Keeping content on the ensemble's website up to date, monitoring and contributing to social media
- Assuming other general tasks within the scope and responsibility of the role as required from time-to-time by the General Manager, Education Manager or Trustees.

## Person Specification

The role is ideal for someone looking to develop a solid grounding in arts administration or an experienced administrator seeking flexible part-time working. We want someone to take the lead in managing our working processes. As part of a small team your contribution will be key to our future success.

The following attributes are **essential**:

- Strong organisational skills and the ability to manage a busy, varied workload and multiple deadlines
- Outstanding attention to detail
- High level of numeracy
- Ability to work under own initiative
- Fluency in working with Microsoft Office software, in particular Excel
- Personable approach to team working, able to cultivate great professional relationships
- Practical and positive approach to office administration, in particular record keeping and regular database maintenance.
- Excellent verbal and written communication skills

The following attributes are **advantageous**:

- Enthusiasm for chamber music and music education
- Degree or equivalent
- Full UK or EU driving licence held for at least one year
- Experience of concert management
- Experience of using Wordpress, Twitter and Facebook



## Terms

The freelance role of Concerts and Administration manager is part-time for an average of 2 days per week with flexible working patterns available. Due to the nature of the role there are occasional evening and weekend commitments to attend concerts, workshops and events. As it is a freelance position, the post holder would be expected to work from home and provide a computer with broadband connection and mobile phone. Attendance at regular meetings in London and occasional travel throughout the UK is required.

The fee is £80 per day (equivalent to £19,720 pro rata).

## How to apply

Applicants should send an up-to-date CV outlining their relevant experience and a covering letter detailing their interest and suitability for the role John Slack, General Manager at [john@berkeleyensemble.co.uk](mailto:john@berkeleyensemble.co.uk).

If you are interested in applying but would like to find out more first or have any questions, you are very welcome to contact John Slack for more information or an informal chat on 07760 153782 or [john@berkeleyensemble.co.uk](mailto:john@berkeleyensemble.co.uk).