

# **Milton Keynes City Orchestra**

**Job Description**, February 2008

## **Operations Assistant**

### **Full time**

**Job title:** Operations Assistant

**Reporting to:** General Manager

### **Main Purpose:**

The position of Operations Assistant is vital to the day-to-day operation of Milton Keynes City Orchestra. This is a key position, as part of the Orchestra's administration and management team, co-ordinating and enabling the delivery of events and activities. The post holder must be both a team player and be self motivated - they will be required to take responsibility in effective support and management of activities including rehearsals, concerts, education and community events and to represent the Orchestra's management appropriately at all times.

### **Reporting Structure**

The position reports to the General Manager of Milton Keynes City Orchestra and works closely with the General Manager, Orchestra Manager, Financial Controller, Education and Outreach Officer, and Players. The role will require appropriate liaison with the Orchestra's Principal Conductor, Principal Guest Conductor, Development team, Board and Patrons. The jobholder will not currently be responsible for any permanent staff. However, s/he will be required to represent the Orchestra's management and take responsibility for specific event management and support and will have and share responsibilities for volunteers and work placement students.

### **Key responsibilities**

- Office management and administration – answering and dealing with telephone enquiries, receiving and processing ticket bookings, maintaining databases, ordering stationery, dealing with post, administrative support for events and activities, occasional minute taking.
- Managing, enabling and facilitating the delivery of concerts, rehearsals, education and patrons events as appropriate. This will include booking and liaising with venues, collaboration with the Orchestra Manager and Education and Outreach Officer, and attending and facilitating sessions as the Orchestra's management representative, thus supporting and enabling the creative team.
- Attendance at all Orchestra events including Orchestra set up and logistics, support for ticket sales and front of house arrangements as required.
- Management of the Orchestra's music and music library, including: hire and return of music, music purchase, preparation and distribution of parts.
- Co-ordination and production of concert programmes, printed materials, and maintenance of website content – sourcing and co-ordination of material, liaison with designer, proof reading.

- Press and publicity distribution – distributing information to media contacts in collaboration with the General Manager and corporate PR support as appropriate. Maintaining press cuttings file, seeking and providing print outlets with information, placing advertising, maintaining contact databases and live information.
- Participation in programme development.
- Any other duties that may be allocated by the General Manager.

### **Remuneration and practicalities**

Flexibility will be required as work will require attendance out of office hours for concerts and activities, for which time off in lieu will be given, and may require travel away from Milton Keynes. The Orchestra's usual office hours are 9am – 5.30pm Monday – Friday.

Starting salary: £13,000 - £18,000 per annum, subject to experience.

Paid in monthly, in arrears.

37 hours per week.

Holiday: 4 weeks, plus bank holidays, of which three days taken during office shut down at Christmas.

### **Person Specification**

#### **Essential**

- Ability to type and use word-processing, spreadsheet and databases programmes (Word, Excel, Access).
- Excellent telephone manner and personal communication skills.
- Good organisational skills, self motivation and ability to work on own initiative.
- Ability to work flexible hours.

#### **Desirable**

- Ability to read music.
- Knowledge and understanding of orchestral repertoire.

### **Application process**

Your application should include full curriculum vitae and a covering letter explaining your reasons for applying for the post and the qualities you would bring to it - please consider and refer to the key responsibilities in the Job Description and include current salary.

Applications should be received by Monday 10<sup>th</sup> March 2008 and should be posted to:  
**Anna J Denny, General Manager, Milton Keynes City Orchestra, 3, Theatre Walk,  
 Central Milton Keynes, MK9 3PX.**

**Interviews** for this position will be held on **17<sup>th</sup> March 2008.**