



Concerts Administration Internship (paid), St Martin-in-the-Fields, Trafalgar Square, central London

St Martin-in-the-Fields is a unique venue located in the heart of Trafalgar Square, central London, with a beautiful blend of modern and historic architecture, and is a working parish church.

Music has always played a central part in the life of our church. With its striking Georgian architecture and outstanding acoustics, St Martin-in-the-Fields is London's premier concert venue. St Martin's musical pedigree includes performances by Mozart and Handel, the UK's longest running free lunchtime concert series dating back to Second World War and the founding of the Academy of St Martin-in the-Fields in 1950's by Sir Neville Marriner and the then Master of Music John Churchill. Today St Martin's has over 380 concerts per year and is well known for offering a platform for talented musicians at the beginning of their careers, as well as hosting some of the finest ensembles, choirs and soloists in the UK.

We are looking for a highly motivated, organised, forward thinking person keen to pursue a career in arts administration, artistic project management or arts management. Playing a key role in the Concerts team, whilst gaining valuable experience and contributing to the musical life of St Martin's. You will gain a real insight to working behind, and in front of the scenes.

You must be a very personable individual with great communication skills, organisational ability, and meticulous attention to detail with a positive, inclusive team spirit to work across departments. Enthusiasm for music, arts and the cultural sector are also essential, as well as an understanding of our aims, ethos and values.

In return you will gain valuable experience in this busy and vibrant central London office, receive support and training and all the benefits of an employee, really feeling part of the team.

Working at St Martin's

Based at: St Martin-in-the-Fields, Trafalgar Square, London.

Working pattern: 35 hours per week

Salary: £10.20 per hour (we pay London Living Wage) plus workplace pension

Perks: Free filter coffee and tea, 20% discount in the Café in the Crypt/The Courtyard at St Martin's, Shop (excluding books) and limited concert concessions

Holiday entitlement: paid 20 holidays plus bank holidays

Notice period: 4 weeks

This is a six month paid internship

For the job profile see our [website](#)

How to apply

To apply for this post, please email the following to hr@smitf.org by 9.00 am on Monday 17 December 2018:

- a supporting statement, explaining why you believe and want to undertake this internship

- a comprehensive CV including details of your achievements to date, and including details of two referees

Interviews will be held on the week commencing 31 December, and will include a short task.

(Please note only shortlisted candidates will be contacted, i.e. unsuccessful applications will not be contacted.)