



Internship profile

Job title	Concerts Administration Intern
Department	Music
Responsible to	Concerts Manager
Responsible for	N/A
Main purpose of job	This internship offers a learning opportunity for candidates interested in pursuing a career in arts administration, artistic project management or arts management. The successful candidate will work as a key member of the Concerts team, gaining valuable experience while contributing to the musical life of St Martin's by providing administrative and creative support.

Main duties and responsibilities

1 Box Office support

- Cover front of house Box Office desk when required
- Answer telephone bookings and assist with Box Office enquiries

2 Concerts administration

- Produce lunchtime concert programmes and posters
- Respond to lunchtime and evening concert enquires
- Managing access to rehearsal spaces
- Maintain comprehensive database of lunchtime concert performers
- Receive and process concert applications
- Arrange and manage tuning and hiring of instruments
- Process PRS forms
- Assist with booking and hire of rehearsal spaces
- Welcome hirers to the rehearsal spaces, providing key information and access
- Assist with the logistical management of performance where required, including setup, moving of instruments and counting cash donations
- Banking of regular cash income

3 St Martin's Chamber Music Competition Administration (this is an annual activity running from November – March)

- Draft and distribute entry information for the competition
- Look after all competition related correspondence
- Receive, check and file competition entries

4 Marketing assistance

- Administer the paid mailing list and facilitate quarterly mailings
- Maintain website and external listing sites with concert listings
- Prepare and distribute email newsletter "In The Pipeline"
- Assist in production of whole site brochure

5 General office support

- Attend weekly team meetings and produce relevant reports
- Attend to relevant correspondence

- 6 This is not an exhaustive description of the position. Aspects will change over time and the successful candidate is expected to contribute to its development and progression.

Nature and scope of the internship

St Martin-in-the-Fields boasts one of the finest musical reputations with a tradition of excellence in performance and education stretching back to the 18th century. The world renowned Academy of St Martin in the Fields was founded here in the 1950's by Sir Neville Marriner.

The church is one of the busiest concert venues in Britain with the Concerts Department organising around 380 evening, lunchtime, afternoon, late-night and early evening events. St Martin's has a particular reputation for outstanding performances of Baroque and Early Classical repertoire but concert programmes also include a full spectrum of contemporary, jazz and world music. We have recently launched the *Sound of St Martin's Concert Series*; thirty concerts each year given by our own choral and instrumental ensembles.

St Martin-in-the-Fields is also dedicated to outreach, education and community. St Martin's has a commitment to the discovery, nurture and promotion of new and emerging talent in musical performance, composition and administration.

This is a unique opportunity to learn on the job and really begin to grow and develop into an arts administration role. You will get to work behind, and in front, of the scenes, amongst a team of arts professionals.

Knowledge, skills and abilities

To be effective in this role you will need to demonstrate the following skills:

Essential

- Computer literate (Microsoft Word and Excel)
- Meticulous attention to detail, excellent time keeping and organisational skills
- Ability to respond calmly yet confidently to last minute challenges and problems
- Team player with an interest in people, who enjoys working with others within a large and varied organisation
- A good level of general education
- An excellent working knowledge of classical music, including choral music, and an enthusiasm for the Arts
- In sympathy with the aims and ethos of St Martin's

Desirable

- Basic desktop publishing skills
- Knowledge and experience of box office systems (we use Spectrix)
- Ability to read music

On top of this you will need to:

- Have excellent communication and interpersonal skills
- A can do approach!

Signed by employee:

Signed by manager:

Date:

Date: