

ABO Conference Assistant

9 DECEMBER 2024 – 12 FEBRUARY 2025

The ABO's primary event each year is its annual conference, the major gathering of the classical music industry in the UK, with over 300 delegates drawn from orchestras both from within the UK and abroad, plus funding agencies, venues, agents, publishers and suppliers. Our Conference Partners are Classic FM and the British Council. The 2025 ABO Conference will be held in Gateshead from 5-7 February 2025, hosted by The Glasshouse International Centre for Music. We are looking for a conference assistant to join the ABO team for a fixed term period of approximately 9 weeks in the run-up to and for the duration of the conference.

Job Description

- Processing conference booking forms in collaboration with the Communications and Events Administrator.
- Answering telephone calls and email enquiries as required
- Producing name badges and other printed materials for delegate packs
- Attending the conference, registering delegates, and greeting speakers
- Assisting the Communications & Events Administrator, liaising with sponsors and welcoming trade exhibitors to the conference
- Supervising conference sessions to ensure they run smoothly and being on hand to assist with queries
- Regularly updating conference information on our website and online platform, including uploading speaker biographies, editing session details, and formatting graphics
- Assisting the ABO team with any additional duties as required

Role Requirements

We are looking for a candidate with strong organisational and communication skills, as well as a keen interest in classical music and the orchestral sector. You will be a responsible individual with a proactive approach, excellent attention to detail and the ability to work independently or as part of a team. The position requires the successful candidate to be IT literate with Microsoft Office experience Experience with audio/visual technology and the use of mail-merge would be desirable.

Benefits of Joining the ABO Team

- Hands-on experience of working in a dynamic arts organisation and exposure to the UK's orchestral sector and wider classical music industry
- Opportunity to develop key skills including event administration and database management
- Opportunity to make contacts within the industry

To apply

Please email a CV, a covering letter (no more than one A4 page) detailing your suitability and interest in the position, and a completed equal opportunities form to: freya@abo.org.uk with “**Conference Assistant Application**” in the subject line.

The **closing date** for applications is **9am on Friday 15 November 2024**. Interviews will be held at Somerset House on **Monday 2 December 2024**. If you require any further details on this role, please email freya@abo.org.uk

Overview of Appointment details

Location	This is an office-based position with our offices situated at West Wing, Somerset House, London WC2R 1LA (nearest Underground stations are Embankment, Temple and Charing Cross). The successful candidate will also be required to work in Gateshead between 4-7 February 2025.
Contract type:	This is a fixed term appointment for approximately 9 weeks with variable weekly working hours. We anticipate that the successful candidate will be required to work at least: 2 days per week between 9 th - 19 th December 2024, 3 days a week w/c 6 th January 2025 to 12 February 2025 and 5 days during the conference week, (Conference dates: 5-7 February 2025). Working days are to be agreed. There may be some flexibility around the commencement date.
Reporting to	Membership & Operations Manager
Remuneration	London Living Wage (£13.85 per hour). Travel and accommodation in Gateshead during the conference.

The ABO strives for an orchestral sector that is fully inclusive, representative and reflective of the communities that we serve. We believe that everyone deserves to have the same opportunities at every level in our industry. The ABO strives to be an equal opportunities employer. We will ensure that no individual receives less favourable treatment on the grounds of race, ethnic or national origin, religious beliefs, gender, sex, gender reassignment, marital status, sexual orientation, age or disability.

If you require any reasonable adjustments to the application process or would like to discuss reasonable adjustments to the role in confidence, please email Rebecca Knights, Membership & Operations Manager: rebecca@abo.org.uk