

ABO Conference Assistant

4 JANUARY – 11 FEBRUARY 2022

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 Principal Media Partner is Classic FM, Classical Music Magazine is our Digital Media Partner and Help Musicians UK are our Charity Partner. The 2022 Conference will be held in Glasgow from 9-11 February 2022, hosted by the Royal Scottish National Orchestra and the BBC Scottish Symphony Orchestra. We are now looking for a conference assistant to join the ABO team for approximately 6 weeks in the run-up to and for the duration of the conference.

JOB DESCRIPTION

- Processing booking forms in collaboration with the Office & Events Administrator
- Answering telephone calls and email enquiries as required
- Producing name badges and other printed materials for delegate packs
- Answering telephone calls and email enquiries as required
- General Office administration – filing, photocopying, organizing outgoing post
- Attending the Conference, registering delegates, and greeting speakers
- Assisting the Office & Events Administrator in liaising with sponsors and exhibitors and welcoming trade exhibitors to the conference
- Supervising conference sessions to ensure they run smoothly and being on hand to assist with any queries
- Assisting the ABO team with any additional duties as required

Benefits

- 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 management database management
- Opportunity to make contacts within the industry

Person Specification

We are looking for a responsible and enthusiastic candidate with good organisational skills and a keen interest in classical music and the orchestral sector. You will be a good communicator with a pro-active approach, excellent attention to detail and a quick learner able to work independently as well as part of the team. You should be IT literate with Microsoft Office skills and experience of using mail-merge would be desirable. Ideally you will have had some experience of audio/visual technology.

To apply

Please email a CV, covering letter of no more than one A4 page detailing your suitability and interest in the position, and completed equal opportunities form to Janet Marsden, janet@abo.org.uk

The **closing date** for applications is **9am on Monday 22 November 2021**. Interviews will be held on **during the week of 29 November 2021**.

If you require any further details on this role please email janet@abo.org.uk

Employment details

Office location	West Wing, Somerset House, London WC2R 1LA (nearest Underground stations are Embankment, Temple and Charing Cross). The assistant will also be required to work in Glasgow between 8-11 February 2022.
Office hours	This is approximately a 6-week placement with the assistant working 3 days per week between 4-21 January 2022. During the weeks of 24 January and 31 January, additional days may be required and during the week of the conference you will be required for all 5 days (7-11 February 2022).
Reporting to	Membership & Operations Manager
Holidays	20 days per annum pro-rata plus public holidays and the period between Christmas and New Year when the office is normally closed.
Salary	National Minimum Wage subject to assistant's age Travel and accommodation in Glasgow during the conference Working hours 9.30-5.30

As an equal opportunities employer, in matters of recruitment we will ensure that no individual receives less favourable treatment on the grounds of gender, race, ethnic or national origin, religious beliefs, marital status, sexual orientation, age or disability.