

CONFERENCE ASSISTANT (fixed-term contract)

Job Description

Position:	Conference Assistant
Reports to:	Membership & Operations Manager
Location:	Somerset House, London WC2R 1LA (nearest Underground stations are Embankment, Temple and Charing Cross). The successful candidate will also be required to work at the Southbank Centre in London between 3-6 February 2026.
Contract:	Fixed term appointment for up to 39 days between December 2025 – February 2026. An earlier start date may be considered. We anticipate that the successful candidate will be required to work 2-3 days per week in December (excluding shutdown between Christmas and New Year), with an increase in days in January and 5 days during the conference week (2-6 February).
Days/Hours:	Standard working hours are 09:30-17:30 with a one-hour unpaid lunch break. Some flexibility around working hours may be required during the conference period. Working days and commencement date to be agreed with the successful candidate.
Remuneration:	London Living Wage (£13.85 per hour)

About the ABO

The Association of British Orchestras (ABO) is the national body representing the collective interest of professional orchestras, youth ensembles and the wider classical music industry throughout the UK. Our mission is to enable and support an innovative, collaborative and sustainable orchestral sector by providing advice, support, intelligence and information to the people who make British orchestras a global success.

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. The 2026 ABO Conference will be held in London from 4-6 February 2026, hosted by The Southbank Centre.

We are looking for a conference assistant to join the ABO team for a fixed-term period beginning in December 2025 in the run-up to and for the duration of the conference. Many former assistants and interns who started at the ABO have gone on to successful careers in the sector and now work for organisations that are themselves members of the association.

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- Supporting member services in advance of the annual conference, including creating newsletters and member bulletins, answering telephone and email enquiries, and updating the ABO database as needed.
- Supporting the Membership and Operations Manager in processing conference bookings for delegates including trade and sponsorship places, creation and ordering of lanyards, name badges, and conference brochures.
- Regularly updating conference information on our website and online platforms (CrowdComms), including updates to session details, uploading speaker biographies, delegate lists and graphics/documents.
- Attending the conference, registering delegates, and greeting speakers.
- Supporting the creation of and posting content on ABO's social media channels in the lead up to and throughout the conference.
- Assisting the Membership and Operations Manager in liaising with sponsors and welcoming trade exhibitors to the conference.
- Supervising conference sessions, ensuring they run smoothly and assisting with queries.
- 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. You may be liaising with ABO members, artists, audiences, or partner organisations, so a friendly and professional manner is essential.

This role involves using technology, so confidence using IT is essential, and an understanding of data protection and confidentiality is important. Familiarity with Microsoft Office programs, including mail merge features, as well as the use of audio/visual hardware for presentations, meetings and social media would be an advantage. Previous experience in an arts or administrative role is helpful but not essential. We welcome candidates who are eager to learn and develop their skills within a supportive team environment.

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 management, marketing and communications, database management and general business administration.
- Opportunity to make contacts within the industry and develop skills and experience to support a career in arts and event management and membership organisations.

To apply

Please email a CV and covering letter (no more than one A4 page) detailing your suitability and interest in the position to Jack Fearn, Membership and Operations Manager (jack@abo.org.uk). Please put **“Conference Assistant Application”** in the subject line. We would also ask that you complete our Equal Opportunities monitoring form, to help us assess this recruitment process. The Panel will not see information on your monitoring form.

The closing date for applications is **9am on Thursday 6 November 2025**. Interviews are expected to be held in-person at Somerset House on **Thursday 13 November 2025**.

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 Judith Webster, Chief Executive: judith@abo.org.uk