Communications and Development Officer (full-time)

The Mozartists are seeking a creative, organised and enthusiastic colleague to tell the stories behind our work, develop audiences, raise our profile and provide excellent care for members and supporters. This is a varied, hands-on role combining communications, marketing, ticketing, membership and development support.

Working closely with and supporting the Chief Executive, Artistic Director Ian Page, as part of a small collaborative team, you will contribute ideas, shape campaigns and take responsibility for delivering agreed activity. We are looking for someone who enjoys both creative projects and the practical detail that makes them successful.

The Role

JOB TITLE	Communications and Development Officer
LOCATION	The Mozartists, Boundary House, Boston Road, Ealing, London W7 2QE. Primarily office-based; some home working may be agreed. Parking can be provided if needed. You will also be required to attend performances and some rehearsals.
HOURS	Full-time, permanent. Normal office hours 9.30am–5.30pm, Monday to Friday, with a one-hour unpaid lunch break.
HOW TO APPLY	Please send a CV and covering letter to Debbie Coates (recruitment@mozartists.com) no later than 12 pm on Monday 16 November 2026. **Early applications are encouraged, as the company reserves the right to make an earlier appointment.** Feel free to reach out to us if you have any questions before you submit your application.
START DATE	January 2027, by agreement.
SALARY	£29,000-£33,000K, depending on experience.

Attendance at performances, conferences and occasional evening or weekend events is an integral part of this role and is reflected in the salary. A reasonable degree of flexibility around normal office hours is therefore required. We take a considerate approach to working arrangements. Adjusted hours and appropriate recovery time will be agreed with the Chief Executive around late finishes and particularly demanding periods, taking account of workload, wellbeing and statutory rest requirements.

Key Areas of responsibility:

You will lead the day-to-day delivery of the company's communications and marketing activity, from social media, newsletters and websites to campaigns for performances, recordings and other projects. You will identify compelling stories about our artists, repertoire and work, and help extend our reach through press, broadcast and industry contacts.

Alongside this creative work, you will be the principal contact for public and member enquiries, coordinate priority bookings and ticket allocations, monitor sales and produce weekly reports. You will support membership, donor stewardship, fundraising appeals and events, maintaining accurate records and a welcoming experience for supporters.

Working with the Chief Executive and Artistic Director, you will plan and deliver agreed campaigns, coordinate partners and suppliers, maintain contact databases and handle personal information carefully. As part of a small team, you will share general office responsibilities and take ownership of agreed administrative processes.

The Company





Founded in 1997 by conductor and Artistic Director Ian Page, The Mozartists (formerly Classical Opera; registered charity 1063387) explore and bring to life the music of Mozart and his contemporaries. The company brings together its award-winning period-instrument orchestra and outstanding singers for acclaimed performances and recordings, presenting both familiar masterpieces and neglected repertoire.

Our work includes MOZART 250, a 27-year chronological exploration of Mozart's life, works and influences; performance and training opportunities for exceptional young artists; and education and outreach projects reaching approximately 4,000 children each year.

In this role you will tell the stories behind the music, the performers, our discoveries and the wider impact of this work.

"Ian Page and The Mozartists always combine fascinating programming with thrilling music-making." GRAMOPHONE

The company has three primary aims:

1. to present world-class performances of the works of Mozart and his contemporaries;
2. to provide invaluable performance, training and mentoring opportunities for young musicians with outstanding potential;
3. to encourage and inspire new and existing audiences towards a deeper appreciation and enjoyment of classical music.

Person Specification

A key member of a small, friendly team, the Concerts and Projects Manager should have the flexibility to take on a wide range of duties and the ability to work collaboratively and calmly.

Essential

- Excellent writing, proofreading and verbal communication skills, with strong attention to detail.
- Hands-on experience of social media, email campaigns and website content management.
- A good visual eye and ability to create consistent materials in an established house style.
- Strong organisation, initiative and judgement; able to manage deadlines, varied tasks and follow-through.
- A warm, professional approach to customer service and supporter enquiries.
- Confidence with spreadsheets, databases, records and numerical information.
- A collaborative, flexible attitude and an interest in classical music and opera.
- An interest in classical music and a willingness to learn about our repertoire, artists and audiences.

Desirable / Useful

- InDesign, image editing, basic photography or short-form video/audio editing.
- Experience of ticketing, membership administration, donor stewardship, fundraising or CRM systems.
- Arts or charity marketing, press/publicity, digital advertising, fundraising and/or audience development.
- WordPress, Mailchimp or equivalent platforms; experience with promoters or industry networks.

We welcome experience gained through work, volunteering or independent projects. You do not need every desirable skill; the role offers scope to learn and develop.

Job Description

As in any small organisation, duties may be adjusted to reflect the successful candidate's skills and experience. The work is likely to include:

Communications, content and marketing

- Manage day-to-day social media and a content schedule; develop stories about performances, recordings, artists, discoveries and wider activity.
- Write, build and send newsletters and targeted email campaigns; maintain The Mozartists' and Ian Page's websites.
- Plan and deliver agreed marketing campaigns with the CEO and Artistic Director, including advertising, listings, offers, print distribution and partner promotions.
- Prepare and coordinate brochures, programmes and digital/printed materials; liaise with designers, printers, venues and other suppliers.
- Source and edit images and gather short photo, video and audio content, using external specialists where needed.
- Monitor campaign performance, email engagement, website and social media activity, and ticket sales to inform future activity.

Press, profile and industry relationships

- Draft and circulate press releases and invitations; research contacts, pitch agreed interviews, features and broadcast opportunities, and follow up.
- Collaborate with venues on audience building.
- Coordinate with recording-label PR teams; monitor and archive reviews, broadcasts and awards, and maintain press contacts and quotations.
- Help increase streaming and broadcast exposure and raise awareness among UK and overseas promoters, festivals and venues.
- Maintain industry contact records, coordinate invitations and follow-up, and potentially contribute to international selling and industry events.

Ticketing, membership and development

- Act as the main contact for members and public enquiries, providing helpful service by email and telephone.
- Coordinate priority bookings, ticket allocations, holds, guest lists, seating requests and complimentary tickets with venue box offices.
- Maintain ticketing records and compile weekly sales reports, highlighting progress and required action.
- Administer membership renewals and benefits, supporter records, acknowledgements and thank-you correspondence.
- Support donor stewardship, invitations, receptions and fundraising appeals; assist with grant-related tasks and potentially trust applications.

Records, teamwork and administration

- Maintain accurate audience, supporter, press and industry databases and communication preferences, following UK GDPR and company procedures.
- Agree priorities and artistic content with the CEO and Ian Page, seeking his input early and approval for media clips before publication.
- Provide practical support to the CEO, share general office responsibilities and help improve recurring processes.

Equal Opportunities

The Mozartists welcome applications from candidates with the skills and attributes for the role. Please tell us if reasonable adjustments would support your application or interview. Applicants must be eligible to work in the UK.