



The Countess of Munster
MUSICAL TRUST



Operations Assistant

Countess Of Munster Musical Trust & Young Classical Artists Trust

Position: Operations Assistant

Reports to: Executive Director, Countess of Munster Musical Trust & General/Digital Communications Manager, Young Classical Artists Trust (YCAT)

Location: Somerset House, London

Contract: Full-time, Fixed term to 31st July 2027

Salary: £26,936 per annum

Working hours: 9.30am – 5.30pm Monday – Friday (with occasional evenings when required)

Probationary Period: Six months, with option to extend

Overall Job Purpose

To support the delivery and day-to-day operations of the Countess of Munster Musical Trust and YCAT, providing administrative, communications and event support across both organisations while gaining broad practical experience in arts administration.

Job Overview

This role is designed as an entry-level development opportunity for someone at the beginning of a career in arts administration, artist management or charity operations.

Working across two leading classical music charities, the Operations Assistant will gain hands-on experience in organisational operations, artist support, communications, events, governance and concert administration. The post offers a structured introduction to the professional classical music sector and exposure to emerging artists, promoters and industry partners.

The role is particularly suited to a recent graduate or early-career candidate looking to build practical skills, confidence and sector knowledge within a supportive small-team environment. Time will be divided between work for the Countess of Munster Musical Trust and Young Classical Artists Trust.

Key Responsibilities:

Young Classical Artists Trust (YCAT)

The Operations Assistant plays a key role in the day-to-day running of YCAT, supporting digital communications, concert administration, artist management and general office operations. The role combines practical administration with communications and front-of-house responsibilities and acts as a central coordination point across the organisation.

Digital Communications

Working with the Digital Communications Manager to deliver YCAT's online presence and marketing activity.

Responsibilities include:

- Updating the YCAT website and managing event listings
- Writing copy and scheduling social media posts
- Designing graphics using Canva for web, social media and printed materials
- Drafting and distributing the monthly newsletter via Mailchimp
- Updating the press summary when required & collating press quotes
- Maintaining and updating the YCAT Discography annually
- Drafting UK Artist Directory profile web pages in collaboration with colleagues
- Supporting general communications and marketing tasks as required

YCAT Wigmore Hall Lunchtime Concerts

Supporting the administration and delivery of the YCAT Wigmore Hall Lunchtime Concert series.

Responsibilities include:

- Coordinating the monthly ticketing process with papering agencies
- Managing ticket allocations and guest lists
- Designing programmes
- Acting as front of house for YCAT complimentary ticket holders
- Supporting the smooth running of concert days

Artist Administration & Management Support

Supporting the Senior Artist Manager and Assistant Artist Manager in artist-related activity.

Responsibilities include:

- Assisting with artist management tasks as required
- Adding concerts to the Overture database
- Liaising with venues and artists regarding concert arrangements

- Assisting with travel and accommodation arrangements
- Supporting visa and logistical administration where required
- Maintaining accurate records across internal systems
- Serving as first point of contact for the 21c Musician 1-1 fundraising pairing scheme

General Administration & Office Support

Providing day-to-day operational support across the organisation.

Responsibilities include:

- First point of contact for telephone enquiries
- Managing general email enquiries where required
- Supporting general office administration
- Assisting colleagues across departments as needed

Countess of Munster Musical Trust

The Operations Assistant supports the Executive Director in the day-to-day administration of the Trust, contributing to the delivery of its awards, recital schemes and artist support programmes. The role involves coordination with artists, promoters, trustees and external partners, as well as maintaining accurate records and ensuring the smooth running of key annual processes.

Auditions & Awards

Supporting the delivery of the Trust's annual audition process.

Responsibilities include:

- Planning and scheduling audition logistics
- Coordinating applicant communications and documentation
- Organising audition day arrangements and materials
- Assisting with panel and venue coordination

Recital Scheme & UK Artists Directory

Supporting the delivery and promotion of the Trust's recital opportunities.

Responsibilities include:

- Liaising with artists and music clubs to arrange performances
- Acting as intermediary during initial introductions between artists and promoters
- Issuing payment advice and invoices
- Maintaining the recital diary

- Collating publicity packs for artists
- Updating website content as required
- Running the organisation's Instagram account
- Creating and maintaining Recital Scheme pages on the UK Artists Directory

Governance & Administration

Providing administrative support to ensure the effective operation of the Trust.

Responsibilities include:

- Attending, minuting and circulating Board meeting minutes
- Maintaining organisational records and documentation
- Supporting general office administration
- Assisting the Executive Director with ad hoc administrative tasks

Belfield Instrument Loan Scheme

Supporting the administration and monitoring of the Trust's instrument loan scheme.

Responsibilities include:

- Assisting with the allocation, recall and re-housing of loaned instruments
- Monitoring loan repayments and insurance documentation
- Maintaining accurate records of instrument holders and agreements
- Liaising with artists regarding loan conditions and updates

Personal Specification

Essential

- Demonstrable interest in classical music and the arts sector
- Excellent written and verbal communication skills
- Strong organisational skills with the ability to prioritise competing deadlines
- High level of accuracy and attention to detail
- Confident IT skills, including Google Workspace or Microsoft Office; willingness to learn new platforms
- Ability to work both independently and collaboratively within a small team
- Professional and friendly manner when dealing with artists, partners and the public
- Flexible, positive and proactive approach to varied administrative tasks

Desirable

- Experience managing social media accounts or digital content
- Basic design skills (e.g. Canva or similar)
- Experience updating websites (e.g. Squarespace)
- Experience in events administration or front-of-house work
- Video editing or multimedia content creation skills

How to apply

To apply, please send a CV of no more than two pages together with names of two referees, and a covering letter of no more than one side of A4 explaining why you think you are our ideal candidate for this role to Lizzie Linney at recruitment@ycat.co.uk

Deadline for applications: 5.00pm, 5th March 2026

Interview Date: Friday 13th March 2026

If you have any questions, please write to recruitment@ycat.co.uk