



**London
Sinfonietta**

**Administration Officer
Part-time
December 2024**

About

London Sinfonietta is at the forefront of contemporary arts in the UK and internationally. We are one of the world's finest contemporary music ensembles with a reputation built on cutting-edge programming and virtuosic performances. Founded in 1968, we have commissioned over 470 new works and premiered hundreds more. We always seek to inspire more people with the sound of new music - across contemporary classical, jazz and experimental music - at venues including contemporary arts spaces, electronic music venues, international concert halls, and in community settings.

We are resident at London's Southbank Centre and an Artistic Associate at Kings Place, and we have an extensive catalogue of recordings. We develop new talent from school projects through to early career professionals, ensuring the next generation of contemporary music creators thrives. We break new ground in the digital sphere, and have created a suite of apps with musician Steve Reich, and launched our own digital channel.

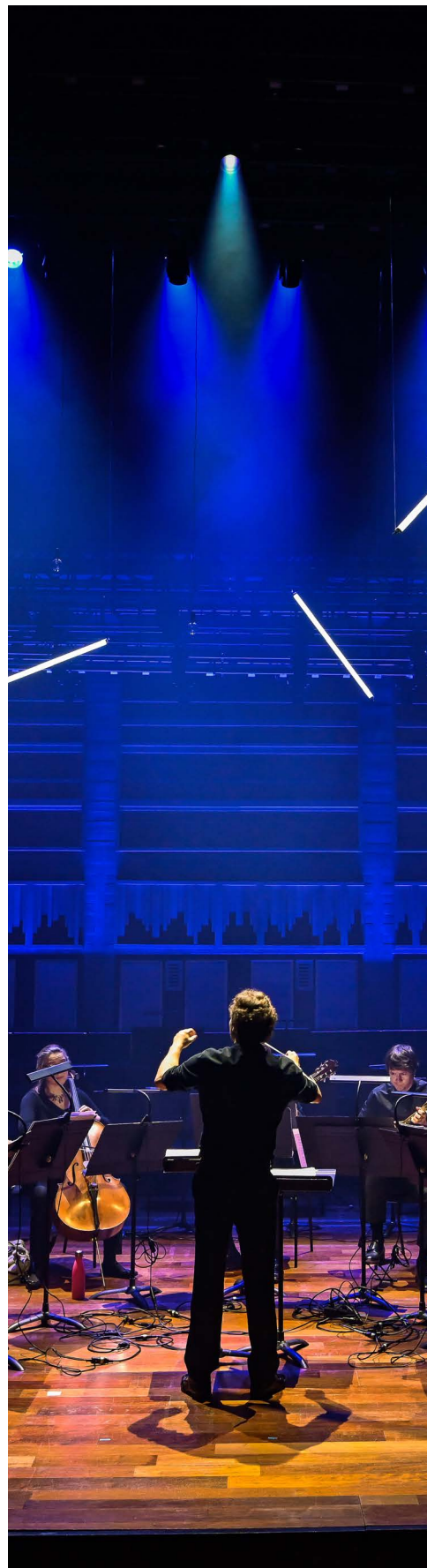
We believe that contemporary arts and music are relevant to all people's lives, and commission and produce work that addresses issues affecting modern society, to connect with wider audiences and engage their imaginations. In 2021, we pioneered in the UK the first ever entirely bicycle-powered classical concert, working with theatre director Katie Mitchell in the staging of [Laura Bowler's Houses Slide](#). More recently we staged Alicia Jane Turner's one-person opera [Tell me when you get home](#) with an all-female and non-binary creative team, which explored gendered experiences of walking home alone at night. We regularly collaborate with artists from other genres, and have also worked extensively with our visual artists and animators.

Our participation and learning work has gone from strength to strength over the past 35 years, and we were the first orchestra in the UK to begin a programme of work in this area. We reach thousands of people a year via public participation opportunities at concerts and events, schools and community engagement (both live and online) including our [Sound Out concerts](#) and [Composition Challenge workshops](#), and concerts involving the public on stage with us.

Our [talent development programmes](#) provide world-class training to early career musicians through our side-by-side projects and composers are supported on our recurring [Writing the Future scheme](#) which is supporting and producing the work of four music creators including those from non-classical and diverse backgrounds.

We take positive action in relation to artist representation. In 2021-22, our new commissions came from 52% men and 48% women, with 24% representing the Global Majority backgrounds, and our public participation work actively engages underrepresented groups to perform with us on-stage.

**“A contemporary music
trailblazer”**
The New York Times



The role and who we are looking for

The Administration Officer works to the Head of Finance, Head of Development and the Chief Executive & Artistic Director to ensure the smooth running of the London Sinfonietta. The role is primarily focussed on operational administration, ensuring that systems and processes for office management, finance, governance and compliance areas are effectively maintained. The role supports the Chief Executive in their work across concerts, touring, recording and commissioning with some diary and meetings management. The position is key to ensuring good communication throughout the team and with external stakeholders and is a fantastic opportunity to gain a wide range of experience in a central role within a high-profile arts organisation.

You will be flexible and well-organised, with meticulous attention to detail, able to field internal and external queries in a professional and timely manner, which may on occasion include working with confidential information. You'll be used to working independently as well as within a small team and be comfortable with being able to juggle shifting priorities, willing to turn your hand to various tasks as they crop up as well as get stuck into longer-term projects for the organisation. The orchestra's events are a focal point for staff to come together and on occasion the role may be required to help out the events teams backstage or front of house at our concerts or projects.

You'll already have gained office administrative experience working in an arts or charity environment, and be able to demonstrate your effective organisational, communication and IT skills via the roles you have undertaken (not all of which need necessarily be paid roles). Ideally you will also have gained some understanding of and a working knowledge in any of the areas of HR, Health & Safety, charity governance, data protection or compliance, and a basic understanding of classical music or the orchestra sector would also be helpful.

The role is a 21-hour, 3 day a week role, however we can be flexible in the pattern of hours/days worked, subject to consideration of the working patterns of other team members to ensure cover is maintained.

Because the role entails carrying out responsibilities on site, the working pattern will require the post-holder to be present at least 2 days a week in the office at Teatro Technis (Camden) with the third day worked either from home or in the office.

Note that although the list of responsibilities below may form part of the role at various times of the year, not all of these tasks will need undertaking on a weekly basis.



Main Duties

Supporting the Chief Executive & Artistic Director

- Diary management as required, setting up meetings, occasional staff events etc
- Book venues, travel and hotel accommodation where required
- Provide general administrative support, assisting with correspondence, compilation of reports and contracts, recordings, touring and licensing administration
- Point of contact for external music industry bodies such as ABO, RPS etc

Office Administration

- Field enquiries via management of the info@ inbox and main phone number
- Manage office stationery supplies and other consumable items
- Ensure that incoming and outgoing post and couriers are dealt with effectively
- Support the maintenance of office and IT equipment, ensuring an inventory is kept
- Point of contact for Theatro Technis and Cara Networks (IT support company)
- Point of contact for LS's storage unit, overseeing equipment in storage and archive of paperwork
- Assist with finance administration tasks in the office (eg petty cash)
- Assist with updating monitoring spreadsheets and information databases

HR, H&S, Compliance and Governance

- Support the administration of recruitment processes including preparation of job descriptions, advertising, Equal Opportunities monitoring and compilation and filing of documentation
- Support the administration of organisational HR and H&S, potentially including the handling of personal information
- Ensure information is updated on Bright HR and Bright Safe systems & MS Teams
- Support the organisation with staff induction, training and development
- Support the administration of data protection legislation and IT security guidelines
- Provide administrative support for the Company Secretary
- Assist with setting LS Council quarterly meeting dates and room bookings
- Provide administrative support through periods of Trustee recruitment

Other / General

- Assist with occasional preparation of music parts and other materials for the events/P&L teams
- Assist with occasional minuting of meetings
- Support with events and projects on occasion (e.g. attending to front of house)
- Work alongside and support any interns or work experience candidates as required
- Undertake any other responsibilities that may reasonably be asked by the CEO & AD, Head of Finance and Head of Development.
- Demonstrate a commitment to achieving London Sinfonietta's goals in equality, diversity and inclusion and environmental responsibility
- Follow legal requirements and best practice in all aspects of Health & Safety, Safeguarding, and Data Protection



Person Profile

Essential

Key Skills and Attributes

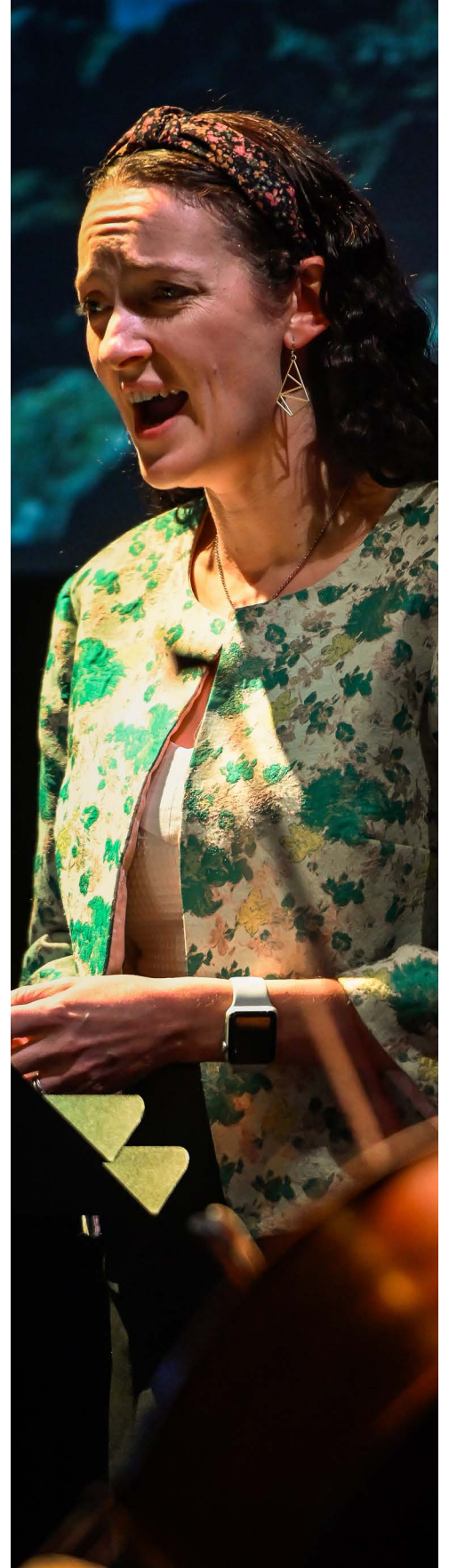
- Excellent English language communication skills, both written and verbal
- Excellent IT skills (Microsoft Office software, familiar with using MS Teams/ Sharepoint and database management)
- The ability to take initiative and be proactive
- Meticulous attention to detail
- Strong multitasking skills and the ability to adapt to and prioritise a shifting workload
- The ability to work as a central point of communication as part of a small, close-knit team
- Good interpersonal skills
- Ability to deal sensitively with confidential material where required
- Flexibility, reliability and good organisational skills

Knowledge and Experience

- At least 6 months office or administration experience
- Experience of working in an arts or charity environment (paid or voluntary)

Desirable

- An understanding of classical music and/or the orchestral sector
- Experience of charity governance
- Experience of working with HR policies and processes
- An awareness of Health & Safety legislation
- An awareness of Data Protection / GDPR legislation



Working at London Sinfonietta

We are a small, friendly and enthusiastic team based at Theatro Technis, in Camden (near Mornington Crescent and Kings Cross St Pancras stations). We are a hands-on organisation, with all staff able to input into the strategic direction of a world-renowned contemporary arts organisation. We have a commitment to professional development with regular training opportunities available. Staff mix regular home-working with being in the office and at events; our performances offer a regular social aspect, with staff able to access complimentary concert tickets for LS concerts as well as receive discounts at Southbank Centre's on-site cafes and shops. We offer 25 days holiday per year (rising by 1 day per year after 5 years' service to a maximum of 30 days) plus bank holidays, along with an enhanced maternity and paternity leave provision.

Equality and Diversity

London Sinfonietta is committed to becoming a more diverse and inclusive organisation. We encourage applications from those who are currently underrepresented in our workforce and also more widely in the classical music industry, including D/deaf or disabled, and applicants who experience barriers due to ethnicity, gender identity and/or socio-economic background. Should you require any reasonable adjustments throughout the application process, please let us know.

To ensure that our equal opportunities process is effective and to monitor the range of people who are applying to work with us, please complete an Equality and Diversity monitoring form with your application. Please access the form by clicking the following link or copying and pasting the address into your web browser: <https://forms.office.com/r/BJtU7MUFPc> All responses submitted are anonymous and will not be used by the interview panel for the purposes of selection.

Data Protection

London Sinfonietta is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Please visit <https://londonsinfonietta.org.uk/privacy-and-cookie-policy> which sets out, in line with GDPR, the types of data that we collect and hold on you and how the data is processed.

**“If I was the British Government, I'd declare
the London Sinfonietta a national treasure...”**

Steve Reich



Terms and Conditions

Line Manager	Head of Finance & Head of Development. Also tasked by CEO & Artistic Director
Contract	Permanent
Role	The London Sinfonietta is a small organisation which requires flexible working and is able to provide all employees with a broad set of experiences that significantly enhance their future career prospects. It is expected that all roles in this small team will evolve over time, creating opportunities to take on new responsibilities, gain varied experience and develop new skills. Any significant changes to the job description would only be implemented in conversation with the post-holder and be supported by training as required.
Working hours	<p>Part-time position (21 hours per week). Normal office working hours are 10am to 6pm, (or 9.30-5.30pm or 9am-5pm depending on requirements and by negotiation)</p> <p>We can consider a flexible pattern of working.</p> <p>On occasion the role may require working outside these hours, including working at London Sinfonietta events at evenings and weekends as necessary. A time off in lieu policy applies for event working at weekends or bank holidays.</p>
Office address	Theatro Technis, 26 Crowndale Rd, London, NW1 1TT Hybrid office working, at least 2 days in the office per week. London Sinfonietta will provide a laptop or other home working equipment as required. London Sinfonietta may seek to alter the hybrid working arrangements should circumstances change (for example, if the team meetings pattern changes or the organisation moves to a different office base). Such alterations will be sought by mutual agreement with the employee.
Salary	up to £25,000 pro rata per annum depending on experience
Pension	We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). LS contribute an amount equal to 3% of salary, with the Employee making a contribution of 5% of salary.
Annual leave	25 days (plus 8 statutory bank holidays) - pro rata
Start date	As soon as possible, ideally February 2025
Notice Period	Under 1 month's service – 1 week 1 month to successful completion of probationary period – 1 month On successful completion of your probationary period – 8 weeks



How to apply

To apply for the position of Administration Officer at London Sinfonietta, please send a cover letter including a supporting statement outlining why you want to work for the London Sinfonietta and how you meet the person specification, and your CV to recruitment@londonsinfonietta.org.uk by **5pm on Tuesday 21st January 2025**

In addition, we would be grateful if you could complete the [Equality and Diversity Monitoring Form](#) with your application. Please note that the responses submitted are anonymous and for monitoring effectiveness of our recruitment processes only and will not be used by the interview panel for the purposes of selection.

Closing date for applications: 5pm, Tuesday 21st January 2025

First round interviews will be held online on **Thursday 30th and Friday 31st January 2025**.

Second round interviews are likely to be held in person during the first two weeks of February 2025.

If you have any queries about the role, please contact Frances Bryant on frances.bryant@londonsinfonietta.org.uk

