

FAMILY ARTS CAMPAIGN

Campaign Administration and Communications Officer

Following its successful £1.1 million application to Arts Council England's Audience Focus Fund, which aims to encourage more people to attend and participate in the arts, the Association of British Orchestras seeks to appoint a Campaign Administrator and Communications Officer to assist the Campaign Director and Campaign Manager in the delivery of a Family Arts Campaign across a range of partners and stakeholders, on a **fixed term contract ending 31 March 2015**.

The Family Arts Campaign is a large scale, national collaborative programme led by the visual and performing arts sectors (ABO, SOLT, UK Theatre, ITC, Dance UK and VAGA) to increase levels of arts engagement by families and young people by:

1. Increasing the amount and range of high quality content available
2. Increasing the quality of experience
3. Improving marketing

Reporting to the Campaign Manager, the Campaign Administrator and Communications Officer will have overall responsibility for providing support to the Campaign Director and the Campaign Manager, and managing the Campaign website and on-going communications with key partners and stakeholders.

Key roles and responsibilities

Communication and website management

- To act as first point of contact for the campaign, dealing with day-to-day queries from arts professionals and members of the public
- To update the campaign website as necessary
- To ensure the campaign database is clean and up-to-date
- Prepare and send out email monthly campaign newsletters
- To manage the campaign's social media activity

Admin support

- To support the Festival team in administration of the Festival website
- Where necessary book meeting spaces, arrange catering, issue joining instructions
- Ensure timely distribution of papers, agendas and minutes for Project Board meetings
- Attend and take minutes at other meetings as requested
- Other support as might be requested by the Campaign Director or Campaign Manager
- Administration of conferences and events

Closing Date: Monday 28 April 2014, 12 noon

To apply email the completed application form to marih@soltukt.co.uk.

Person Specification

Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities, Finance	Essential/Desirable
Experience	1.1	At least six months in a busy office environment	Essential
Knowledge	2.1	Website Content Management and CRM databases Microsoft Office software Commitment to equality and diversity	Desirable Essential Essential
Skills/ Abilities	3.1	Good communication skills, oral and written Time and task management Ability to prioritise work Ability to work as a team member Attention to detail	Essential Essential Essential Essential Essential
Qualifications	4.1	Educated to a minimum of 5 GCSE grade A-C or equivalent including Mathematics and English Evidence of continuous personal development	Essential Desirable

Employment details

Office location	32 Rose Street, London WC2E 9ET (nearest Underground stations Leicester Square and Covent Garden). Occasional travel in the UK will be required.
Office hours	Normally 10.00am – 6.00pm but this is flexible and at certain times when pressure of work demands, longer hours may be necessary, for which time off in lieu can be arranged.
Reporting to	Campaign Manager (Mari Hunter, ABO)
Holidays	20 days per annum plus public holidays and the period between Christmas and New Year when the office is normally closed.
Notice	There will be an initial three months' probationary period, during which one week's notice of termination of employment will be required on either side. Following confirmation of the permanent post, one month's notice will be required on either side. The contract is for a fixed term period ending 31 March 2015.
Salary	£23,000 per annum
Pension contribution	Following completion of the probationary period, the company will make a contribution of 5% of salary to the post holders' personal pension.
Season ticket loan	A season ticket loan is available.

The ABO is striving to be an equal opportunities employer. In matters of recruitment and employment 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.

About the ABO

The ABO's mission is to enable and support a vibrant, innovative, collaborative and sustainable orchestral sector. It exists to support and champion professional orchestras in the UK in their ambition to perform music to the highest artistic standards for the widest possible audience.

The key objectives of the Association cover three areas of activity:

- **Connecting**
- **Championing**
- **Developing**

Using the framework of the mission statement, our key **aspirations** for 2012-2015 will be to deliver on these key objectives through:

- **Connecting** members to other members and the wider industry through networking opportunities, keeping our members well-informed and up-to-date with best practice to help build resilience and financial sustainability.
- **Championing** British orchestras and the wider membership, raising their profile and influence with key stakeholders and the British public, through political engagement, the media, social media and stakeholder bulletins. We will track and influence the development of cultural policy from the European Union, UK government, local government and devolved administrations, and advocate the value of public and private investment in the orchestral sector.
- **Developing** the skills and knowledge of our members' staff, including providing and signposting to high quality professional development opportunities for all tiers of management and musicians.

History

The Association of British Orchestras was founded in 1947 as the Orchestral Employers' Association, primarily to negotiate with the Musicians' Union and other bodies on behalf of its membership, which consisted almost entirely at that time of those orchestras receiving annual funding from the newly established Arts Council of Great Britain. In 1982 the Association took on company status, becoming the Association of British Orchestras. It continues to negotiate the ABO/MU Freelance Orchestral Agreement and represent its membership in discussions and negotiations with a number of national and international organisations.

The past decade has seen a substantial development in the organisation in terms of its size (an increase from 35 in 1989 to over 180 today) and its role, which has expanded to include a diverse range of activities designed to support the development of the UK's orchestral life. The ABO now has an extensive programme of events from Specialist Managers Meetings to training courses and its annual conference.

The Association of British Orchestras has developed a role as co-ordinator of national projects, especially in the area of education and community work, and has also mounted a number of research initiatives, with a series of important industry reports being produced, such as a comprehensive statistical survey of the UK's orchestral profession, *Knowing the Score*, and the highly influential report on noise damage to musicians, *A Sound Ear*. The ABO website provides a range of membership services online and a variety of information on orchestras and the ABO itself for the wider industry and general public.