

ABO Conference Assistant

NOVEMBER 2022 – FEBRUARY 2023

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. Our Principal Media Partner is Classic FM, Classical Music Magazine is our Digital Media, Help Musicians our Charity Partner, and British Council our International Partner. The 2023 Conference will be held in Leeds from 1-3 February 2023, hosted by Opera North. We are now looking for a conference assistant to join the ABO team in the run-up to and for the duration of the conference.

JOB DESCRIPTION

- Processing booking forms in collaboration with the Office & Events Administrator
- Answering telephone calls and email enquiries as required
- Producing name badges and other printed materials for delegate packs
- General Office administration – filing, photocopying, organizing outgoing post
- Attending the Conference, registering delegates, and greeting speakers
- Assisting the Office & Events Administrator in liaising with sponsors and exhibitors and welcoming trade exhibitors to the conference
- Supervising conference sessions to ensure they run smoothly and being on hand to assist with any queries
- Regular updating of conference information on website and online platform, including uploading speaker biographies, editing session details, and formatting relevant graphics.
- Assisting the ABO team with any additional duties as required

Benefits

- 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 administration and management database management
- Opportunity to attend member meetings and events taking place during November and December, and make contacts within the industry

Person Specification

Essential

- Responsible and enthusiastic candidate with:
- Good organisational skills
- Keen interest in classical music and the orchestral sector
- Good communicator with a pro-active approach
- Excellent attention to detail
- Quick learner able to work independently as well as part of the team.
- IT literate with Microsoft Office skills

Desirable

- Experience of using mail-merge
- Ideally with experience of audio/visual technology

To apply

Please email a CV, covering letter of no more than one A4 page detailing your suitability and interest in the position, and completed equal opportunities form to info@abo.org.uk

The **closing date** for applications is **12pm on Friday 18 November 2022**. Interviews will be held in London on **Tuesday 22 November 2022**.

If you require any further details on this role, please email info@abo.org.uk

Employment details

Office location	West Wing, Somerset House, London WC2R 1LA (nearest Underground stations are Embankment, Temple and Charing Cross). The assistant will also be required to work in Leeds between 31 January to 3 February 2023.
Office hours	This is approximately a 10-week placement with the assistant working 3 days per week. During the period of 9 to 27 January, additional days may be required and during the week of the conference you will be required for all 5 days (30 January to 3 February).
Reporting to	Membership & Operations Manager
Holidays	20 days per annum pro-rata plus public holidays and the period between Christmas and New Year when the office is normally closed.
Salary	National Minimum Wage subject to assistant's age Travel and accommodation in Leeds during the conference Working hours 9.30am – 5.30pm (office-based)

As an equal opportunities employer, in matters of recruitment 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.