



Temple Music Foundation

Administration & Events Officer

Full-time | Central London

Background

The Temple Music Foundation (TMF) was founded in 2002 in The Temple, just off Fleet Street in the City of London. It was established to raise the funding to present Sir John Tavener's commission *The Veil of the Temple*, a choral work of over seven hours, performed overnight in the historic Temple Church between dusk and dawn.

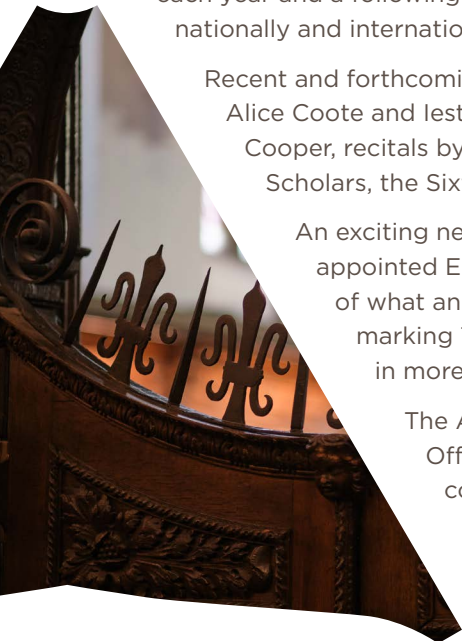
Since the success of *The Veil of the Temple*, TMF has planned and promoted an annual programme of 18 to 20 high-quality performances in the spectacular spaces of the Elizabethan Middle Temple Hall, the Parliament Chamber of Inner Temple and the 12th century Temple Church. The repertoire is a mixture of choral music, song recitals, chamber music and occasional orchestral concerts and staged works, some of which are broadcast or streamed. The performances are spread across the three legal terms of the year, none being programmed in August and only exceptionally in September. TMF works closely with Temple Church Choir and Temple Church and has strong relationships with Middle Temple and Inner Temple and with barristers' chambers within The Temple.

Temple Song is a significant series within the annual programme, with four high-profile recitals each year and a following of its own. Pianist Julius Drake curates Temple Song, selecting nationally and internationally renowned singers to perform with him in The Temple.

Recent and forthcoming highlights include recitals by Sarah Connolly, Gerald Finley, Alice Coote and Iestyn Davies, chamber performances by the Belcea Quartet and Imogen Cooper, recitals by organists Olivier Latry and Thomas Trotter, choral concerts with The Tallis Scholars, the Sixteen and Voces8, and staged performances of Purcell's *The Fairy Queen*.

An exciting new chapter has begun at TMF under the leadership of its recently appointed Executive Director, Roland Deller, whose vision is for TMF to be the best of what an arts organisation can be in the 21st century. An ambitious programme marking TMF's 20th birthday is being designed, with performances contemplated in more venues across The Temple featuring a range of new collaborations.

The Administration & Events Officer will make an important contribution to the efficiency and excellence of TMF's operations through this vibrant period and into the future.



The role

The Administration & Events Officer will join TMF's small new team based in the beautiful surroundings of The Temple. Reporting to the Executive Director (also full-time), the Administration & Events Officer will support the preparation for and management of concerts, and assist with the administration of all activities of the company including fundraising.

The Administration & Events Officer will also work closely with the Marketing Manager (part-time) to assist with the promotion of TMF's events and the building of its profile.

The Administration & Events Officer is often the first point of contact for TMF's audience, supporters, trustees, volunteers and venue teams. A friendly and professional demeanour will be vital to maintaining good relationships with those key stakeholders. The post will also require excellent administration skills with a strong attention to detail, good communication skills and effective organisational ability.

TMF's office is at 1 Inner Temple Lane, a building shared with colleagues from Temple Church (including the church's music department). Whilst some remote working is possible, the role is expected to be based largely in The Temple.

Concerts and board meetings usually take place outside of standard office hours and a level of flexibility will be required including very occasional weekend working.





Key responsibilities

Concert preparation: planning and co-ordinating the logistics of events

Venue and instrument booking; liaising with artists, agents, venue teams, caterers and volunteers; scheduling event days to ensure smooth running for all involved; co-ordinating the volunteer rota; providing information to the concert programme designer.

Concert management: on-the-day responsibility for the smooth running of events

Overseeing the volunteer team and front of house arrangements to ensure concertgoers receive excellent hospitality; looking after artists; working alongside venue staff to set up, manage and clear performance spaces.

Marketing: promoting TMF's events in conjunction with the Executive Director and Marketing Manager

Maintaining and updating the website; managing the social media; assisting with writing/sending email campaigns; putting up posters around the Temple; managing promotions to local organisations.

General office administration: running an efficient and collaborative office for a small but busy arts organisation

Working in partnership with colleagues and responding to queries in a timely fashion via all forms of communication; delivering administrative services to a high standard; accurately maintaining filing systems ensuring confidentiality; ordering office supplies; coordinating team IT requests; and booking meeting rooms.

Supporter relations

Administering TMF's supporter schemes; keeping timely records of gifts received/pledged and changes in supporter information; requesting renewals; sending welcome letters and renewal packs to c.100-150 supporters per annum; assisting with the organisation of fundraising events (e.g. an annual reception) and the provision of information and materials to prospective supporters.

Box office

Handling TMF's box office (online, telephone and post); organising tickets / seats with sponsors and donors; reporting ticket sales data to colleagues as necessary.

Board proceedings

Scheduling, attending and minuting trustee meetings (including setting up video conferencing facilities).

Skills and experience

Essential

- A demonstrable interest in classical music and the passion to help deliver exceptional cultural events.
- Excellent inter-personal skills, and the ability to establish effective relationships with a wide range of people.
- Good IT skills, familiarity with standard word-processing and spreadsheet applications, and the ability to use social media to promote events.
- Excellent written and verbal communication skills including a good telephone manner.
- A proven ability to work in a team but also to work independently, show initiative and make decisions.

Desirable

- An understanding of and empathy with the working life of professional musicians.
- Willingness to make a positive contribution to the life of The Temple.

Remuneration

This will be a full-time post with a salary of £25,000 per annum.

It includes automatic enrolment in a defined contribution pension scheme, plus lunch in Inner Temple.

Application details

Please apply by letter (no more than two pages) demonstrating how your experience and skills match the requirements of the post and send it with your c.v. to tmf@templechurch.com for the attention of Roland Deller.

Please also include the names of two referees; references will only be taken up at final interview stage and with your consent.

If you would like to discuss the role informally, in advance of applying, please telephone 020 7427 5641 or email tmf@templechurch.com so that we can arrange this for you.

Applicants need to demonstrate they have the right to work in the UK.

Deadline for applications: 12 noon on Thursday 9th June 2022.



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templemusic.org

