

OXFORD INTERNATIONAL SONG FESTIVAL

VACANCY
FESTIVAL ASSISTANTS

***Oxford International Song Festival
seeks to appoint a team of Festival Assistants
to help us produce the UK's biggest festival of song***

ABOUT US

Oxford International Song Festival (formerly Oxford Lieder) was founded in 2002 to celebrate and rejuvenate classical song. The main focus of our activity is the Festival, which takes place over two weeks each October. The Festival brings many of the world's leading singers and pianists to Oxford, as well as showcasing exciting emerging artists. Our dedicated Learning and Participation programme engages people of all ages and backgrounds in high-quality creative activity. We aim always to enrich people's experience of music and language, both through fruitful collaborations with other artistic institutions and through a wide-ranging series of study events, including talks, study days, symposia, and online content. In 2015, the Festival won a prestigious Royal Philharmonic Society Award for Chamber Music and Song, praised for our 'breadth, depth and audacity of programming.'

ABOUT THE ROLES

The Festival Assistants (FAs) are enthusiastic, dedicated and hard-working individuals who support the day-to-day running of the Festival, playing a vital role in ensuring its success. Reporting to the Director of Administration, the FAs work as a team on a range of administrative and front-of-house duties as detailed below. These positions are suited to someone looking to gain experience in arts administration and events management and previous Festival Assistants have gone on to enjoy successful careers in these areas.

All FAs are required to be resident in Oxford and most work full-time from Wednesday 8 October to Monday 27 October inclusive. An earlier start date applies to FAs working on Box Office and Marketing. Exact working hours will be determined with the successful applicants and agreed in advance.

FAs are paid the Oxford Living Wage of £13.16 per hour and it is anticipated that FAs work around 8 hours per day from 8 to 27 October inclusive.

ABOUT YOU

The ideal candidate will be:

- happy working in a small but dedicated team
- based in or near Oxford
- prepared to work intensively during the Festival
- friendly, enthusiastic, innovative, self-motivated, industrious, and resourceful

TO APPLY

Please send a CV and a succinct covering letter (no more than one side of A4) by email by **Monday 11 August 2025**. All applications and enquiries are to be sent to Kate Swinburne-Johnson, at kate@oxfordsong.org. Interviews will be held online in the week of 18 August 2025.

In your cover letter please explain why you want to be a Festival Assistant and outline any relevant experience.

Please also indicate the following in your email to Kate -

- your preference for a specific area of work if you have one
- your availability September-October
- your anticipated living arrangements while in post
- your availability for online interview

FESTIVAL ASSISTANT ROLES

Box Office Support

Working closely with the Box Office Manager, you will be responsible for answering all enquiries via email and over the telephone. You will help staff the box office facilities in our venues and undertake various administrative tasks to provide audiences with a high-quality customer experience. We anticipate this FA being required 9am-5pm on weekdays from 22 September to 9 October, every day during the Festival which runs 10-25 October inclusive, and our pack up day on 27 October.

Marketing Support

Working closely with our Marketing Consultant, you will support the promotion of the Festival, produce social and online media, proactively contact interested groups and organisations with promotional materials, and distribute print materials throughout the city (brochures, posters, and flyers). We anticipate this FA being required in Oxford for about 20 hours per week from 8 September to 9 October inclusive. From 10 October to 27 October inclusive, this FA will spend about 2 hours/day assisting with marketing, and they also have the option to work additional hours by joining the other FAs in the general running of the festival.

Page-turning

You will be turning pages for our festival pianists, ranging from young musicians at the outset of their careers to internationally-renowned artists. When not turning pages, you will join the other FAs in the general running of the festival. You must be able to read music well and have either prior page-turning experience or performance experience. These FAs are required to work from 8 to 27 October inclusive.

Festival Support

Working closely with members of the whole Festival Team, you will undertake a variety of administrative and operational tasks to support the running of the festival. You may be asked to open and close venues, set up green rooms, welcome and assist artists, arrange audience seating, ensure public areas have appropriate signage and are kept clean and tidy, and provide front-of-house support for performances. These FAs are required to work around 8 hours per day from 8 to 27 October inclusive.

The above roles are examples from previous festivals, but we have a flexible approach to filling them. We will consider every candidate's skills, experience, interests, and availability before finalising the precise nature of each role and its working hours.