

*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.

Most FAs are required to be resident in Oxford and to work full time from Wednesday 9 October to Monday 28 October inclusive. An earlier start date applies to FAs working on Box Office, Marketing, and Programmes. Exact working hours will be determined with the successful applicants and agreed in advance.

FAs are paid the Oxford Living Wage of £12.50 per hour and it is anticipated that FAs work around 8 hours per day from 9 to 28 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) explaining why you want to be a Festival Assistant, outlining any relevant experience, whether you have a preference for a specific area of work, and detailing your availability and location, by **Monday 19 August 2024**. All applications and enquiries are to be sent to Taya Smith, Director of Administration, at taya@oxfordsong.org.

FESTIVAL ASSISTANT ROLES

Box Office Support

Working closely with the Box Office and Development Administrator, 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 23 September to 10 October, and every day during the Festival which runs 11-28 October inclusive.

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 9 September to 8 October inclusive. From 9 October to 28 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.

Programmes Support

Working closely with the Programmes Administrator, you will assist with the production of our 70 Festival programmes. This will involve ensuring all content is correct, careful formatting of programmes using Microsoft Word, and arranging printing in time for the event. We anticipate this FA being required 25-35 hours per week from 9 September to 8 October and to work from home. They have the option to work additional hours by joining the other FAs in the general running of the festival from 9 to 28 October inclusive.

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 have the option to work additional hours by joining the other FAs in the general running of the festival. These FAs are required to work from 9 to 28 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 9 to 28 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.