

*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.

FAs are paid the Oxford Living Wage of £14.06 per hour. It is anticipated that most FAs will work around 8 hours per day from 7 to 24 October inclusive and that they will be resident in or near Oxford. An earlier start date applies to FAs working on areas such as Box Office and Marketing. We are also open to applications for part-time work. Exact working hours will be determined with the successful applicants and agreed in advance.

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 **10am on Monday 27 July 2026**. 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 10 August 2026.

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 undertake basic training in the use of our ticketing system, and assist with ticket sales under the supervision of the Box Office Manager. 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-1pm on weekdays from 14 September to 2 October; 9am-5pm on weekdays from 5-8 October; every day during the Festival which runs 9-24 October inclusive; and finally our pack-up day on 26 October.

Development Support

Working closely with the Development Director, you will play a key role in delivering an exceptional experience for our supporters, donors and patrons, ensuring they receive a warm welcome and outstanding stewardship throughout the Festival. You will support the planning and delivery of bespoke events, manage guest lists and seat reservations, coordinate supporter hospitality, and act as a first point of contact for donor enquiries. In addition, you will assist with research, fundraising administration, including maintaining accurate supporter records, preparing donor communications, and supporting stewardship and cultivation activities. We anticipate that this FA role will be needed for approximately three days prior to the Festival, with regular shifts during the Festival period, mostly from around 4pm–10pm each day between 9–24 October inclusive.

Marketing Support

Working closely with our Head of Marketing, 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 7 September to 8 October inclusive. From 9 October to 24 October inclusive and our pack-up day on 26 October, 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.

Surtitles Support

Working closely with our Programmes Administrator, you will be invaluable in enhancing the concert experience for our audience by surtitling our recitals. Prior to the Festival you will produce the surtitle slides and prepare the scores for c.30 concerts. During the Festival you will operate the surtitles during rehearsals and concerts. You need to show great attention to detail and also be confident in playing this important role in each performance. We anticipate this FA will be required to work remotely between 7 September and 6 October, and in Oxford from 7 to 24 October inclusive.

Festival Support

This role is essential to the success of the Festival. Working closely with members of the whole Festival Team, you will undertake a variety of administrative and operational tasks to ensure the Festival is a huge success. You will be responsible for ensuring our artists have the support they need to give their best performances, and that our audience has the best possible experience. Tasks are varied and wide-ranging both behind the scenes and in Front of House. 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 in Oxford from 7 to 24 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 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 in Oxford from 7 to 24 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.