

Development & Communications Manager (full-time)

The Mozartists are looking for a Development & Communications Manager to build and sustain relationships with our supporters, work alongside the CEO to develop new income sources, and ensure effective communications with our audiences and industry contacts.

In this role, you will be the first point of contact for many stakeholders, delivering exceptional experiences for everyone who engages with our work. You will help identify new funding sources, apply for grants, manage a dedicated membership base, organise events, coordinate communications, and collaborate on initiatives to grow our audience, taking the lead in some of these areas as needed.

As a vital member of a small, collaborative team, the ideal candidate will bring good interpersonal skills, enthusiasm and adaptability to handle a variety of responsibilities. We are seeking an excellent writer with organizational and budgeting abilities, a keen eye for detail, a strong work ethic and a collaborative spirit. Experience in marketing and digital communications would be a plus.

Key Relationships: The Development & Communications Manager will work closely with all members of the administrative team, the Artistic Director, and the Board of Trustees. This outward-facing role involves nurturing and developing relationships with funders, venues, and other key stakeholders.



The Role

JOB TITLE	Development & Communications Manager
LOCATION	The Mozartists, Boundary House, Boston Road, Ealing, London W7 2QE We envisage that most of your work will take place at our registered offices, but some remote working is not out of the question. You will be required to attend performances (approximately 6-8 events per year) and possibly some rehearsals and off-site meetings. There is a possibility that parking can be provided at our office if needed.
HOURS	This is likely to be a full-time permanent contract, but we could show flexibility for the right candidate, for example considering a shorter day to accommodate a working parent and/ or a degree of flexible working. Standard office hours are 9:30am - 5:30pm with a 1-hour unpaid lunch break, Monday to Friday. Some attendance outside standard office hours may occasionally be required depending on the needs of the business.



SALARY	Commensurate with experience, but likely to be in the range of £32-£38K
OTHER	The company operates a pension scheme. The holiday allowance is 25 days per annum plus UK bank holidays.

Key Responsibilities

- Cultivating and maintaining strong relationships with supporters and partners;
- Delivering a positive experience for all who engage with our work;
- Stewarding existing donors and expanding donor networks;
- Managing and growing our membership programmes;
- Actively participating in communications planning;
- Writing grant applications, reports and other fundraising materials;
- Collaborating with the CEO to develop and execute communications and fundraising strategies;
- Working with the Finance Manager to ensure compliance with charity legislation, financial regulations, and GDPR;
- Copywriting for various communications needs;
- Representing the organization at meetings, conferences and events;
- Overseeing the 'front of house' experience at public and private events;
- Growing audiences through marketing initiatives, including creating mailings and news updates;
- Other duties as required.

Person Specification

The successful candidate will be dedicated, empathetic, positive, collaborative and professional, ideally with a track record of working in customer services, communications and/or fundraising within the not-for-profit sector. Candidates should have experience of strategic planning, budgetary control, project management and relationship building. The person in this role will need:

- Excellent communication skills, both written and verbal;
- A strong sense of customer relations and a drive to deliver satisfaction;
- Demonstrable experience of building alliances and maintaining effective relationships;
- Experience of contract negotiation and partnership working would be a plus;
- The ability to manage projects from the planning stage through to evaluation and improvement, including financial planning, managing and monitoring budgets;
- A strategic and organised mind with the ability to juggle concurrent priorities;
- Good IT skills and the ability to manage a database, along with experience of evaluating data in order to make systematic and rational judgements;
- Knowledge of, and interest in, classical music and opera;



Desirable / Useful:

- Educated to degree level or equivalent;
- Experience of working in the arts;
- Wordpress / Adobe experience, or the ability to learn quickly;
- Digital and social media skills;
- Events management experience;
- Understanding of the legislation, regulations and financial issues relating to fundraising and GDPR.

We appreciate that this is a wide-ranging list. If you don't have *all* of the skills we ask for, we can discuss the possibility of offering training in some areas.

To be considered for this role, you must be able to provide proof of your eligibility to work in the UK.

Key dates & how to apply

Closing date: Monday 16 December 2024 by midday. We reserve the right to appoint someone into the role prior to this date if a suitable applicant is found.

Interviews will be arranged at a mutually convenient time. Start date asap but to be agreed.

To apply, please email your CV and a covering letter to recruitment@mozartists.com, detailing how your skills and experience fit this role, and what interests you about the position. Feel free to reach out to us if you have any questions before you submit your application.

The Company

"It is hard to imagine hearing another performance as convivial and life-affirming as this." GRAMOPHONE

The Mozartists, (originally Classical Opera Company, registered charity number 1063387) was founded in 1997 by conductor and Artistic Director Ian Page to explore and bring to life the music of Mozart and his contemporaries. Widely recognised as one of the UK's leading period-instrument ensembles, The Mozartists combine musical flair and excellence with a vibrant spirit of discovery, receiving widespread acclaim for their benchmark performances and recordings. Performing with outstanding singers and its highly acclaimed orchestra, the company appears regularly at prestigious venues such as Wigmore Hall, the Barbican, Southbank Centre and Cadogan Hall, as well as on tour in the UK and Europe. In 2015 the company launched its ground-breaking MOZART 250 project – a major 27-year initiative following Mozart's life, works and influences in chronological 'real-time'.



The development of young artists is central to the company's mission, and since 2006 it has provided exceptional young singers with crucial performance opportunities and training through its Associate Artist Scheme, earning a reputation for the strength of its casting and its ability to nurture the next generation of talent. The company also runs four core strands of education workshops in partnership with Ealing Music Service and Harrow Music Service as well as other ad-hoc outreach projects.

"Ian Page and The Mozartists always combine fascinating programming with thrilling music-making."
GRAMOPHONE

"From the vast stores of forgotten scores from this period, Page has nosed out the very best... Bold yet highly sensitive, Page and his musicians show what makes this music great." BBC MUSIC MAGAZINE

The company has three primary aims:

- to present world-class performances of the works of Mozart and his contemporaries;
- to provide invaluable performance, training and mentoring opportunities for young musicians with outstanding potential;
- to encourage and inspire new and existing audiences towards a deeper appreciation and enjoyment of classical music.

Equal Opportunities Policy

The Mozartists has an equal opportunities ethos and we believe that embracing diversity makes us stronger. We will welcome applications from all candidates who have the skills and attributes outlined above.

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.