

## Outreach & Engagement Coordinator

The Mozartists are seeking an Outreach & Engagement Coordinator to support the development and administration of our dynamic outreach programme and to foster engagement with our world-class performances.

In this role, the successful candidate will manage the day-to-day operations of our outreach programme, contribute to strategic planning, and collaborate on funding applications for future projects. They will work closely with our team to nurture relationships with new and existing audiences, assisting with marketing, communications and donor engagement.

As a vital member of a small, friendly team, the ideal candidate will bring energy, enthusiasm and adaptability to take on a diverse range of tasks, maintaining composure under pressure. They should be personable, highly organized, and detail-oriented, with a strong work ethic and a collaborative spirit.

Key relationships: The Outreach & Engagement Coordinator will work closely with all members of the administrative team, the Artistic Director and the company's freelance contractors. This is an outward-facing role, and this person will nurture and develop relationships with funders, schools, suppliers and other stakeholders.



### The Role

JOB TITLE	Outreach & Engagement Coordinator
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 workshops. 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 would consider a shorter day to accommodate a working parent, for example, 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 at rehearsals, performances and recording sessions.
SALARY	Commensurate with experience, but likely to be in the range of £26-£28K
OTHER	The company operates a pension scheme. The holiday allowance is 25 days per annum plus UK bank holidays.

## Key Responsibilities

- Organising the day-to-day running of the outreach programme, including but not limited to identifying suitable days and times for workshops with schools, booking workshop leaders and instrumentalists for workshops, ensuring the correct equipment and musical instruments are present at every workshop and maintaining budgets;
- Working with the CEO and other key personnel on raising funds for future projects and taking responsibility for compiling reports;
- Helping to shape and grow the outreach strategy
- Writing and assisting with mailings (experience of Mailchimp software is desirable but not essential);
- Assisting with other copy-writing and creation of printed programmes;
- Assisting with priority ticket bookings for public performances;
- Assisting with the organisation of events;
- Helping to build audiences and contributing to marketing initiatives, possibly including some social media input.

## Person Specification

### Essential

- Energy, enthusiasm, and a friendly disposition;
- Excellent verbal and written communication skills and strong attention to detail;
- Excellent IT skills with a sound understanding of MS Office software;
- The ability to work effectively in a team with people at all levels, both internally and externally;
- Willingness to work outside office hours occasionally when needed for company events;
- Excellent organization and planning skills, with the ability to work flexibly under pressure to prioritise and meet deadlines;
- Natural communicator with a professional attitude and a positive outlook;
- We will need to arrange a DBS check, which will need to be passed.

### Desirable / Useful

- Educated to degree level or equivalent;
- Knowledge of, and interest in, classical music and opera;
- Experience of, or an interest in working with schools / on education projects;
- Wordpress / Adobe experience, or the ability to learn quickly;
- Numerical skills and budgeting experience;
- Languages / photography skills / digital and social media skills;
- Events management experience;

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 2 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 ideally c.17 January 2025, but to be agreed.

To apply, please email your CV and a covering letter to [recruitment@mozartists.com](mailto: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, 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.

