



## office assistant (fixed term)

At British Youth Opera we're heading into a busy period, with a fundraising gala to plan and details to organise before we launch our plans for 2020.

We're looking for a fixed term Office Assistant to work with us up until Christmas. The job would be ideal for a recent graduate looking to start a career in Arts Administration. You'll get experience in event planning and a flavour of how a small arts organisation runs.

## about the job

**Job Title:** Office Assistant (fixed term contract)

**Reports to:** Chief Executive

**Salary:** London living wage, £19,000 pa (pro rata)

**Hours:** 35 hours per week

**Holiday:** 25 days per year (pro rata), plus an additional day of volunteering leave (pro rata)

You'll be on a fixed term contract, starting on Monday 30 September for 10 weeks, with possible room for extension.

## what you'll do

You'll be working on several different projects with different members of the BYO team, but your responsibilities might include:

- General office duties
- Developing the alumni network and alumni engagement
- Helping with planning and delivering events
- Assisting the Chief Executive

# about you

You will need to be:

- Highly organised
- Self-motivated
- Good at writing and communicating
- Good with numbers
- Good with computers, including Word and Excel
- Interested in the performing arts in general (classical music and opera in particular)
- Committed to the objectives of British Youth Opera
- Motivated and able to work under your own initiative (but also a team player)
- Really good at fine details
- Able to see problems, discuss them and solve them
- Ambitious

And it's not essential, but it would be great if you are:

- Educated to degree level
- From an arts or related background

# how to apply

Interested? Email your CV and a covering letter to [recruitment@byo.org.uk](mailto:recruitment@byo.org.uk) by 17:00 on Thursday 19 September 2019.

We will invite successful candidates for an interview in London on Wednesday 25 September 2019.