



The Purcell School  
*for young musicians*



## **Concerts Assistant**

Permanent, Full-Time post to start as soon as possible

INFORMATION FOR CANDIDATES

The Purcell School, Aldenham Road, Bushey, Hertfordshire, WD23 2TS  
01923 331100 [info@purcell-school.org](mailto:info@purcell-school.org) [www.purcell-school.org](http://www.purcell-school.org)





## INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

A handwritten signature in black ink, which appears to read 'P. Bambrough'. The signature is fluid and cursive, with a large loop at the end.

**Paul Bambrough**  
Principal

# ROLE DESCRIPTION

## Concerts Assistant

The Purcell School for Young Musicians is looking for an outstanding Concerts Assistant to assist the Concerts and Events Manager with the management and organisation of all external and internal concerts. As part of a dynamic team in the music department, this is a rare opportunity to further a career in the arts.

If you are passionate about music and administration, have an excellent eye for detail, can demonstrate outstanding organisational and communication skills, and like working with young people, this could be the role for you. We offer a unique opportunity to work in an environment that is both a school and a professional concert promoter: we are a truly outstanding music school, and we have an ambitious and inspiring artistic programme. We give many performances every week in school and several times a year we appear at prestigious venues in London, around the UK and overseas. Some of the world's best musicians visit regularly to teach, perform or give masterclasses.

You will enjoy a busy role with many varied responsibilities, interacting with colleagues, students and parents, eminent guest artists, and major arts venues. You will be involved in the organisation and management of all internal school concerts, masterclasses, workshops and other musical events, as directed by the Concerts and Events Manager.

## TERMS AND CONDITIONS

This is a full time post to start as soon as possible. Some home working within school holidays is possible.

The salary will be circa £26,000, according to the successful candidate's experience, with a contributory pension scheme.

Children of staff are not eligible to be educated at the School except through the normal admissions and audition process.

Lunch and supper (when there is an evening event) can be taken free of charge at School during term time.





## HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a supporting Personal Statement. Please do not send a separate Curriculum Vitae. Closing date for applications is **Friday 2nd February with interviews to be held during week of 12th February.**

Personal statements should outline your experience, subject knowledge and evidence of your achievements. The Personal Statement is your opportunity to tell us how your skills and experience can contribute to an outstanding student experience.

Candidates will be required to bring evidence of identity and Right to Work in the UK to the interview.

We will review applications as they are received. Please note that the School reserves the right to appoint a candidate or withdraw the post before the closing date for applications.

**Please submit your application by email to [recruitment@purcell-school.org](mailto:recruitment@purcell-school.org)**

## CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

## EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



# JOB SPECIFICATION

**The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## **JOB TITLE: Concerts Assistant**

All members of staff are ultimately answerable to the Principal.

Your line manager will be the Concerts and Events Manager.

**This job specification sets out the principal duties of the post at the time of drafting. Specific responsibilities are as follows:**

### **FOR THE ROLE:**

- Organising and managing all internal school concerts, masterclasses, workshops and other musical events, as directed by the Concerts and Events Manager.
- Arranging logistics and stage management of daily lunchtime concerts and evening concerts, preparing and publishing programmes for lunchtime and evening concerts at the School.
- Providing the Heads of Department with up to date registers for lunchtime concert attendance.
- Organising the moving of instruments and preparation of performance and rehearsal spaces at the School.
- Providing support for rehearsals when requested by the Concerts and Events Manager and Heads of Department, by setting up for orchestras, arranging for equipment to be moved, assisting the Music Librarian with the signing out of orchestral parts, and liaising with the Timetabler for scheduling of spaces.
- Assisting the Concerts and Events Manager with forward planning, including: taking minutes for Concert Panel meetings and distributing to appropriate staff members.
- Attending Programming meetings and Music Department meetings.
- Liaising with the Heads of Department and Staff Accompanists to co-ordinate the programming of events.
- Acting as the main point of contact for pupils, staff, parents and members of the public for concert enquiries.
- Looking after visiting artists for masterclasses, workshops and other events, by arranging travel, accommodation, meeting and greeting, and scheduling appropriate rehearsal/Green Room/concert spaces as appropriate.
- Assisting the Concerts and Events Manager with the organisation of external concerts, including: making transport and catering arrangements for concerts including for pupils attending as audience.
- Completing trip forms and risk assessments as appropriate.
- Obtaining permissions and notifying staff, pupils and parents of concert arrangements.

- Liaising with the Music Technology department to arrange specific recordings, and using Automatic Recording System to ensure all internal concerts are recorded.
- Managing the distribution of external concert recordings.
- Maintaining and updating concert performance and financial records, ensuring the timely invoicing of promoters for concert fees and payment to visiting artists.
- Keeping track of all student recharges and liaising with the Finance Office to ensure timely billing.
- Working with the Concerts and Events Manager to publicise concerts as appropriate on the School website, via social media channels and assisting in the preparation of printed flyers and the termly concert guide.
- Staffing an agreed number (approx. 10-12 per term) of internal and external concerts alongside other members of the Music Department, including evenings and weekends where required. This includes venue liaison and stage management.
- Liaising with the Estates department over the use of the school minibus and driver as required.
- Maintaining and editing pupil biographies.
- Maintaining concert archives, including programmes, photographs and audio/video recordings.
- Carrying out any other duties within the scope, spirit and purpose of the job, as requested by the Concerts and Events Manager, Heads of Department or Senior Leadership Team.

#### **FOR ALL STAFF**

- To promote the aims and values of the School.
- To support and protect the interests of the students.
- To support colleagues in their work.
- To ensure the smooth-running of the School and the well-being of the School community.
- To act in accordance with the current legal requirements, School policies and guidance on the safeguarding of children and young people.
- To undertake such administrative and supervisory duties as may be required.
- To follow the procedures and policies set out in the Staff Handbook.
- To promote equality by actively protecting staff and students from discrimination.
- To comply with current Health and Safety regulations and best practice.

# PERSON SPECIFICATION

## Experience and Knowledge:

At least six months administrative experience in a similar environment (essential)

Enthusiasm and demonstrable knowledge of classical music and performance (essential)

Formal understanding of classical, jazz or popular music and the music industry through a relevant qualification i.e Diploma/Degree or equivalent (essential)

Some experience of project planning and co-ordinating events and performances (desirable)

Experience of marketing musical events (desirable)

Experience of working with young people (desirable)

## Ability and Skills:

Exceptional organisational and administrative skills with the ability to manage own workload

Strong communication skills with the ability to relate to young people, as well as members of staff, professional musicians and the general public

Excellent teamwork skills, with the ability to communicate well and keep colleagues informed effectively and appropriately

Able to work both independently and as part of a team

Able to use your own initiative to identify issues, and make sound decisions to resolve them

Able to stay calm under pressure

Flexible, adaptable and willing to do whatever is necessary to 'get the job done'

## Personal Attributes:

Able to use initiative to spot problems arising and resolve them

Approachable and personable with a good sense of humour and the ability to communicate effectively

Able to work effectively and efficiently on own initiative and as part of a team

Practical, confident, assertive and highly motivated