

Arcangelo

BUSINESS MANAGER (Freelance/part time)

Introduction

Period ensemble Arcangelo's collective energy and spirit have generated a flood of five-star reviews, sparked audience ovations and prompted invitations to perform at the world's leading venues and festivals. The ensemble, which has taken the musical world by storm since its creation in 2010, comprises hand-picked musicians under the dynamic leadership of its artistic director and founder Jonathan Cohen. Its ethos is ruled by a determination to apply the deep listening skills and artistry of chamber music-making to every piece in its repertoire, from trio sonatas oratorios and symphonies.

Now confidently positioned in the front rank of the UK's period performance movement, Arcangelo's 2025-26 season includes its second season as Principal Ensemble in Residence at the London Handel Festival, a prestigious five-date UK and EU tour of Bach's *St Matthew Passion*, appearances by invitation at Muziekgebouw aan 't IJ Amsterdam and the 2025 London Festival of Baroque Music, the release of the second film in its new studio series, and the graduation of its third cohort of Arcangelo New Ensemblists, Arcangelo's in-house young artist scheme.

Purpose of the role

The Business Manager will maximise Arcangelo's performance and efficiency through the management, delivery and optimisation of key business and charitable activity, working closely with the Executive Director and collaborating with the wider Arcangelo team.

Duties & responsibilities

Business development support

- Creation and management of an ongoing sales pipeline within Arcangelo's CRM system, ensuring consistent and timely sales approaches in line with Arcangelo's forward artistic planning;
- Development and maintenance of Arcangelo's sales promotional kit including press dossier and multimedia resources.
- Communication of monthly updates to Arcangelo's appointed sales agents, and prospecting of further opportunities for proactive sales work.
- Maintenance and development of the company's business unit at Trinity Buoy Wharf (London E14), ensuring the safekeeping of the company's music library and harpsichord, and driving increased use of this space within the TBW creative district.



ROLE DESCRIPTION

Company administration

- Management and maintenance of the company's Google Workspace, including company calendars and file-sharing.
- Management and maintenance of the company's website and email hosting systems, including oversight and management of updates and refresh packages.
- Scheduling and arrangement of quarterly board meetings, and extra-ordinary / sub-committee meetings as required.
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- Scheduling and arrangement of biannual auditions for Arcangelo's New Ensemblists young artist programme.
- Creation and issuing of contracts for services with team members, artists and service providers
- Assistance with emigration/immigration paperwork for artist projects, including the routine creation of Permitted Paid Engagement VISA documentation for artists visiting the UK.
- Maintenance of company policy register.

Reporting/line management

The role reports to the Executive Director (see **Arcangelo team** below) and carries no line management responsibilities.

Person specification

Essential <ul style="list-style-type: none">• Excellent organisational skills, strong ability to work methodically to deadlines whilst managing competing priorities;• Excellent written and spoken communication skills;• Strong interpersonal skills, with ability to handle diverse internal and external working relationships;• Ability to work as a self-starter within a fully remote and part time team	Strongly desirable <ul style="list-style-type: none">• Based within practical easy reach of Arcangelo's business unit at Trinity Buoy Wharf, London E14 Desirable <ul style="list-style-type: none">• Experience of Google Workspace and of working with CRM systems, web hosting and website CMS.• Experience of working with boards and sub-committees.• Knowledge of and enthusiasm for classical music.
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Arcangelo team

Artistic Director:	Jonathan Cohen
Executive Director:	Julian Forbes
Artistic Projects Manager:	Hattie Garrard
Head of Casting & Artistic Personnel:	David Clegg
Finance Executive	Corinn Billington
Trusts & Foundations Executive	Erin Hennessey
Librarian & Artistic Consultant:	James Halliday

Arcangelo also enjoys the support of a committed and engaged board of trustees, chaired by Sir Nicholas Kenyon.



Terms of engagement

Employment basis

In common with all Arcangelo team roles, the Business Manager role is offered on a 12-month freelance consultancy basis, with fees plus VAT as applicable payable on receipt of the freelance consultant's invoice.

Hours & remuneration

Arcangelo's business year runs from July-June. For 2025-26 the Business Manager role is specified at 1.5 days per week for 36 weeks, at a day rate of £250.

Place and time of work

Arcangelo's team members are all part-time and work remotely in a virtual office based on Google Workspace, using personal devices. All team members enjoy personal flexibility in respect of when role-specified working hours and days are delivered, though there will be required and mutually-agreed concentrations and co-ordinations of work around key events and activities. The Business Manager can work from any location in the UK, though the role duties and responsibilities entail frequent London travel and a particular responsibility for the charity's business unit at Trinity Buoy Wharf (London E14).

How to apply

Please send a one-page covering letter with your CV (or LinkedIn profile link) to Julian Forbes, Arcangelo Executive Director, at julian@arcangelo.org.uk.

The deadline for applications is Friday 30 August, 5pm.

You may also complete our [Equal Opportunities Monitoring Form](#) – this is optional, confidential, and will not be linked to your application.

Shortlisted applicants will be contacted with an invitation to attend an interview. In-person interviews are preferred; virtual interviews can be arranged if required.

Pre-application conversations are welcomed; please contact Julian Forbes julian@arcangelo.org.uk

Links to more information about Arcangelo:

www.arcangelo.org.uk

Arcangelo on [Spotify](#)

Arcangelo on [Instagram](#)

Arcangelo on [YouTube](#)

Arcangelo on [Facebook](#)

