



PERFORMANCE AND PROJECTS ASSISTANT

Position title: Performance and Projects Assistant
Reports to: Head of Concerts and Tours
Salary: £26,000
Location: London, UK

Brief description:

This role presents a great opportunity for someone who is ambitious, enthusiastic and passionate about classical music to gain experience across the orchestra's work. The Performance and Projects Assistant will play an important role supporting the day-to-day activities of the orchestra's busy touring and concerts schedule and social purpose programme. This is the ideal job for someone at the beginning of their career in the arts, and the orchestra's small and agile management team means that they will quickly become central to the orchestra's work.

The role is split across Concerts, Social Purpose and general administration for the organisation. This will vary throughout the year depending on the orchestra's schedule, but on average it will be approximately 3-days on Concerts, 1.5-days on Social Purpose, and 0.5 days on general administration per week.

Key responsibilities:

Concerts:

Working with the Concerts Team to support the overall planning and delivery of the orchestra's performances in the UK and its busy international touring schedule:

- Assisting in the preparation of tour schedules and all tour documentation including flight / hotel lists, contact lists, A1 certificates, passport and visa paperwork.
- Assisting with all international and domestic travel and logistics for the orchestra, artists and staff.
- Preparing and submitting BPI forms for recording projects.
- Preparing and distributing player feedback surveys, with oversight from the Orchestra Personnel Manager.
- Supporting the Orchestral Personnel Manager with the administration around the booking of players for projects.
- Liaising with and booking rehearsal venues and ensuring the orchestra's rehearsal diary is kept up-to-date.
- Organising the hire and tuning of keyboard instruments.
- Attending rehearsals and concerts in London, assisting with stage management as required.
- Assisting with the preparation of equipment before events and concerts.
- Sending remittance and payment advice to players following periods of work, with the support of the Finance Manager.
- Working with the Concerts and Tours Manager on the preparation of stage plans and tech riders.
- Assisting the Music Librarian in the preparation, copying and distribution of orchestral material.
- Maintaining up-to-date personnel records for orchestral players, including updating our database.

Social Purpose:

Working with the Head of Social Purpose and Projects Manager to support the planning and delivery of the orchestra's programme:



- Supporting the Academy's projects with adults with experience of homelessness and emerging musicians which includes: liaising with partners; supporting participants, project leaders and musicians; project administration, such as drafting schedules, booking travel, administering databases, supporting financial processes, taking minutes.
- Attending Social Purpose projects as required, supporting staff and musicians, assisting with music, registers, refreshments, travel arrangements and event management and debriefs with the delivery team.
- Ensuring safeguarding practices are adhered to, overseen by the Head of Social Purpose.
- Supporting planning of new opportunities and partnerships such as through investigating, researching and developing new partnerships and projects.

Administration:

- Managing the ASMF info and social purpose inboxes.
- Supporting ASMF's Front Row scheme.
- Liaising with player membership including sending out schedules and answering day-to-day queries.
- Ordering and maintaining stationery, office supplies and equipment.
- Liaising with staff members across the organisation, providing support to colleagues and any other duties as assigned.

Personal specifications:

- An approachable, open and supportive team player with a positive outlook, with the ability to build rapport with a range of people.
- Strong attention to detail.
- Previous involvement in running music or arts events, which could include as a student or on an amateur basis.
- A strong passion for classical music, and someone who enjoys being creative.
- A pro-active attitude, an innovative thinker and an ability to work independently.
- Well organised, able to work to multiple deadlines and to prioritise efficiently.

Terms:

- Full time position with 8 weeks' notice.
- 25 days holiday per annum.
- Pension (The People's Pension).
- Enrolment in long term sickness income protection plan.



About the Academy of St Martin in The Fields

Founded in 1958 by Sir Neville Marriner, the Academy of St Martin in the Fields has evolved into a musical powerhouse, an orchestra renowned across the world for its commitment to the musical freedom of its players and the sharing of joyful, inspiring performances. Our player-led approach empowers every member of the orchestra. This creates a direct line and electrifying connection between the orchestra and our audiences, resulting in ambitious and collaborative performances that transcend a more traditional conductor-led model.

Beyond the concert hall, our commitment to a social purpose manifests in impactful projects that harness the power of music to empower people. We have a longstanding history of work which connects with people experiencing homelessness, and our education projects encourage autonomy and creativity among emerging musicians worldwide. Our collective artistic responsibility fosters enduring collaborations with world-renowned soloists, exemplified by our 15-year partnership with Music Director and virtuoso violinist Joshua Bell. These collaborations showcase the benefits of trust and true artistic collaboration developed over time.

Building on its rich global legacy, the Academy of St Martin in the Fields remains one of the world's most-recorded orchestras, igniting a love for classical music in people around the world through live performance and digital initiatives. Today, we continue a busy international touring programme alongside a significant presence in the UK – making us one of the country's most celebrated cultural exports.

About our company culture

We believe that we get the best results by involving our musicians in the planning and delivery of our work, and by being open and transparent about the opportunities and challenges faced by the orchestra. Our office team is agile, committed and friendly - we believe in ensuring that people have the opportunities to develop their skills and grow in their roles. The culture is non-hierarchical, and we encourage everyone to share ideas and suggestions for the future of the orchestra. We trust the individuals in our team to deliver their work and to shape their working days in the way that best suits them, with a genuinely flexible approach to office vs home working. We believe that working in our industry should be rewarding and enjoyable, and work hard to ensure our working practices empower our team members so that they can do great work in an environment that is genuinely supportive and fulfilling.

Application procedure:

Interested applicants should submit a CV with covering letter to Hannah Bache, Head of Concerts and Tours at hannahbache@asmf.org

Closing date for applications: 9am, Monday 8 September 2025

Interviews:

First round interviews expected to take place online on Thursday 18 / Friday 19 September 2025 (mornings). Final interviews expected to take place in person at ASMF's Soho office, London on Friday 26 September 2025.

Please advise availability for interviews with submission of your application.