

### **Development and Events Internship**

**Responsible to:** Head of Individual Giving  
**Period of traineeship:** 3 days per week, 4 month period  
**Salary:** National minimum/ living wage (as applicable)

### **Role**

The Developments and Events Internship has been designed to support someone who is looking for experience in order to strengthen their chances of securing a first job as a fundraiser, events manager or in arts administration.

The position is ideal for a career changer or for bridging the gap between studying and a full time position in the arts. Previous OAE trainees have gone on to secure jobs in arts organisations as diverse as **Royal Opera House, London Philharmonic Orchestra, Askonas Holt, Royal College of Music, Spitalfields Festival, Southbank Centre, Southbank Sinfonia, Glyndebourne Touring Opera, Circus Space, Serious** and here at the OAE.

The OAE is offering an Events and Development Internship role with the opportunity to learn from its highly successful Development team. The internship provides experience across all areas of the Orchestra's fundraising function:

- Corporate supporters
- Individual donors
- Charitable trusts and foundations
- Fundraising events (including OAE Gala)

Although the internship will work across all areas, there will be a focus on the administration of our individual donors, especially the Friends scheme, and assisting on Development events.

### **What you will learn:**

The intern is based within the OAE Development Team, which includes five staff members. Throughout the internship you will learn:

- Event management skills, including invitation & guest list administration, logistics, budgeting and liaising with suppliers
- An understanding of communications and marketing to supporters, including a monthly e-bulletin and annual newsletter
- An understanding of the basics of fundraising strategy and relationship building at all levels, including key interpersonal and research skills
- Experience of administration and database management
- Experience of working as part of a busy fundraising team
- The opportunity to gain experience with other departments in the office – Communications, Concerts, Education and Finance, enabling an overall experience in the running of a professional orchestral office

### What OAE will provide:

- Career advice including help with CVs, applying for jobs and interviewing successfully
- References in support of future employment
- Access to training opportunities as appropriate

### Who we are looking for:

- Someone looking for support with their first step towards a career as a fundraiser in classical music or the arts, or a career changer
- An interest in classical music
- Good organisational skills and ability to handle multiple tasks and meet deadlines
- A keen eye for detail and good written and face to face communication skills
- Ability to work effectively as part of a team and under your own initiative
- Knowledge of Microsoft Office, including Word and Excel

### What else should you know?

Office hours for the Development and Events Intern are Monday to Wednesday, 9.30am – 5.30pm at the OAE offices at Kings Place, 90 York Way, London, N1 9AG (days of the week are negotiable). You will be invited to attend events outside office hours and in other locations from time to time. The internship also allows for your attendance at many of the Orchestra's concerts, these are optional but you are welcome to attend, and gain valuable experience both front of house and back of house.

Notice period: 2 weeks

Please apply by sending a CV, covering letter and completed equal opportunities monitoring form to [recruitment@oae.co.uk](mailto:recruitment@oae.co.uk) by 5pm on Thursday 19<sup>th</sup> October 2017.

Application deadline: 19<sup>th</sup> October

Interviews: 24<sup>th</sup> and 25<sup>th</sup> October

Preferred start date: 30<sup>th</sup> October but can be flexible.

### About the Orchestra

The Orchestra of the Age of Enlightenment is an internationally renowned period instrument orchestra governed by its players. It works with world-renowned artists, including the Orchestra's Principal Artists **John Butt**, **Vladimir Jurowski**, **Sir Simon Rattle** and **Sir Mark Elder**. The OAE is Resident at **Southbank Centre**, Associate Orchestra at **Glyndebourne**, and has its headquarters at **Kings Place**. Find out more at [www.oae.co.uk](http://www.oae.co.uk)