

WIGMORE HALL

JOB DESCRIPTION

Role:	Repertoire and Print Production Assistant
Salary:	£28,150
Contract Type:	Permanent, full-time
Responsible to:	General Manager, Wigmore Hall
Benefits:	22 days' annual leave plus bank holidays Enrolment onto Company Pension Scheme (after 3 months) Access to private health insurance (after 6 months) Access to the Employee Assistance Programme Training and development opportunities Hybrid working
Application closing date:	10am on Monday 18 November 2024

ABOUT WIGMORE HALL

Wigmore Hall, one of the world's great concert halls, specialises in chamber and instrumental music, early music and song. With a musical history stretching back to 1901, Wigmore Hall is today livelier than ever, offering music making of outstanding quality and a wide range of events in the community. Wigmore Hall's focus is on great musical works, best experienced with a powerful sense of immediacy. The repertoire extends from the Renaissance to contemporary jazz and new commissions from today's most exciting composers. Since 2005, the Hall has grown attendance across its entire programme by over 60 per cent. All in all, it now presents around 500 concerts every year, selling a total of 200,000 tickets, and stages as many Learning events.

MAIN DUTIES AND RESPONSIBILITIES

Print Production

- Assisting the Print Production Manager with all aspects of printed programme and song text production. This includes:
 - o adding copy for programmes into ArtsVision
 - o proofing programme notes and programmes
 - o generating programmes from ArtsVision – for printing by the House Managers and for addition to the website as PDFs
 - o sourcing and adding song texts to ArtsVision, building our database of texts (including those already digitised) and facilitating further automation of the song sheet production process
 - o sourcing translations as required
 - o working to refine programme production processes and improve efficiency

- working with the Print Production Manager on the allocation of note writers and liaising with note writers as necessary
- Proofing Wigmore Hall's brochure and other key publications. Chasing and resolving any issues in collaboration with Office of the Director
- Assisting with the administration of images for Wigmore Hall's brochures
- Proofing each booking period as it will appear on the website ahead of concerts going online, working with the IT department to find fixes for repertoire issues
- Proofing additional print material as required, including The Score magazine, one-off marketing brochures, letters, emails, adverts, press releases, and website news posts

Repertoire Administration

- Inputting repertoire, composer, arranger, première and encore data to ArtsVision, using Oxford Music Online as a reference to ensure consistency across our systems and processes
- Supporting the Hall's PRS procedures, including weekly liaison with House Managers, post-concert completion of PRS information in ArtsVision and syncing to website and Tessitura, as well as the monthly sign-off of PRS invoices.
- Management and control of repertoire in ArtsVision, supporting ticket sales, publications, our website and wider concert programme

PERSON SPECIFICATION

- Ability to prioritise responsibilities and manage competing deadlines
- A methodical approach to work, with exceptional attention to detail
- An excellent working knowledge of chamber music and song repertoire, with a willingness to undertake research when required
- Proven communication skills and an ability to work collaboratively
- Interest in building and improving processes, particularly in relation to the production of printed programmes and song texts
- High IT-literacy

Working hours are Monday – Friday, 10am – 6pm