



ACADEMY OF ANCIENT MUSIC

Development and Events Co-ordinator

Starting salary	£23,000 - £26,000 pa, commensurate with experience
Reporting to	Head of Development
Location	Cambridge, with regular meetings and events in London. Flexible remote working considered for the right candidate.
Hours of work	This is a full-time post. Hours are 9.00am–5.30pm Monday–Friday plus occasional attendance at concerts and meetings in the evening and at weekends. There is no paid overtime but time in lieu is given for days worked at weekends.
Holiday	28 days per year, taken in co-ordination with other members of staff, including public holidays, plus three days between Christmas and New Year.
Notice period	One month after an initial six-month probationary period during which the notice period is two weeks on either side.





Introducing the Academy of Ancient Music

'The Academy of Ancient Music confirmed their status as perhaps the finest period-instrument ensemble performing today...'*Opera Today*

'Blazing a trail followed by baroque ensembles everywhere.'*The Independent*

'Transmitting the kick of an energy drink...'*Financial Times*

The Academy of Ancient Music is an orchestra with a worldwide reputation for excellence in baroque and classical music. Using historically-informed techniques, period-specific instruments and original sources, we bring music vividly to life in committed, vibrant performances.

Established in 1973 to make the first British recordings of orchestral works using original instruments, AAM has released more than 300 albums to date, collecting countless accolades including Classic BRIT, Gramophone and Edison awards. We now record on our own-label AAM Records and are proud to be the most listened-to period-instrument orchestra online, with over one million monthly listeners on streaming platforms.

Beyond the concert hall, AAM is committed to nurturing the audiences, artists and arts managers of the future through our innovative education initiative, AAMplify. Working in collaboration with tertiary institutions across the UK, we engage the next generation of period-instrumentalists with side-by-side sessions, masterclasses and other opportunities designed to bridge the gap from the conservatoire to the profession, safeguarding the future of historical performance.

AAM is Associate Ensemble at the Barbican Centre, London and the Teatro San Cassiano, Venice; Orchestra-in-Residence at the University of Cambridge, Milton Abbey International Summer Music Festival and The Apex, Bury St Edmunds and tours extensively in the UK and internationally.

About the role

The Development and Events Co-ordinator plays a vital role in supporting AAM's fundraising activity. The role holder will take responsibility for the management of our Friends membership scheme. In addition, working in collaboration with the Head of Development, the role holder will oversee a programme of stewardship and cultivation events for all our members, donors and prospects, including drinks receptions at concerts and special events in a variety of different venues.

The Development and Events Co-ordinator will take responsibility for the effective use of AAM's donor database (currently Infoodle), overseeing the input of financial information, managing e-mail and post mailings and providing a range of reports.

The Development and Events Co-ordinator will support the Head of Development in researching Trust and Foundation and individual prospects and donors. The role-holder will also provide administrative support for our Development activities including generating acknowledgement letters and taking minutes at Development Board and working group meetings.



Specific responsibilities

Development

- Responsibility for the ongoing development of the AAM Friends scheme, including stewardship of existing supporters (e.g., thank you letters), the development and execution of strategies to boost giving levels, and cultivation of new supporters
- Planning and delivery of member-exclusive articles for e-mail newsletter AAMong Friends, including conceptual development, outreach to potential writers, and overseeing the editorial process, in consultation with the Head of Development.
- Management, development and exploitation of the Infoodle donor database, drawing on external training as required and taking responsibility for consistent use of the database
- Lead on UK GDPR compliance ensuring donor preferences for acknowledgement are honoured
- Oversight of online payment processing systems and reporting to the Head of Finance, as required.
- Reporting on income as required, and annual production of impact statement statistics
- Generation and submission of regular Gift Aid claims with support from the Head of Finance
- Oversight and delivery of direct mailing and email campaigns using data extracted from Infoodle donor database
- In collaboration with the Head of Development, research into Trust/Foundation and individual prospects as required
- Maintenance of fundraising pages on the AAM website, as required
- Minute-taking for Development Board and other working group and committee meetings, as required

Events

- Lead on organising, managing, delivering and logistics for all concert-related events, including open rehearsals, drinks receptions, post-concert dinners and all behind-the-scenes members' events, in consultation with the Head of Development
- Assist the Head of Development in delivering cultivation and fundraising events
- Manage communications with event participants
- Track income and expenditure of events against budgets in consultation with the Head of Finance.
- Development and oversight of the administration of ticket requests from members and other stakeholders
- Attendance at events where required

Front of house and subscriptions

- Oversight of Front of House at AAM own promotions, including FOH management, organising and overseeing stewards, and operating drinks receptions where required
- Management of annual Cambridge subscription sales, including maintaining partnership with external box office, in consultation with the Head of Marketing and Digital
- Responsibility for all in-house ticketing including promoter Sale or Return and Complimentary tickets, including communications with external box office partners and artists' agents
- Report on FOH sales and seat occupancy to the Head of Marketing and Digital, as required
- Attendance at all AAM own-promoted concerts (approx. 13 performances each year – 8 in London and 5 in Cambridge)



Person specification

Qualifications

- A degree or other qualification relevant to the post, or equivalent relevant work experience

Experience, Skills & Knowledge

- Experience of devising, planning and delivering events to a high standard
- Experience of working in a customer facing role
- Excellent written and spoken communication skills
- Ability to work with a high level of accuracy and attention to detail
- Proven relationship-building ability
- Experience of prospect research (desirable)
- Confidence working with computers – good knowledge of Word, Excel, Outlook and CRM databases
- Good organisational skills and the ability to prioritise workload

Personal attributes

- Interest in and working knowledge of classical music
- Highly organised, with excellent time-management skills and strong attention to detail.
- Professional and hard-working team player

How to apply

Applicants are invited to send a CV and covering letter addressed to Liz Brinson, Head of Development to recruitment@aam.co.uk by 5.30pm on Monday 3 February 2025. Please include your current salary, notice period, the names of two referees and when they may be contacted during the application process. Best practice is for CVs not to exceed two sides of A4.

If you would like an informal conversation about this role before applying, please contact Liz directly on 01223 341090 or e-mail recruitment@aam.co.uk.

Initial interviews will be held in the week commencing Monday 10 February 2025. Unfortunately, we are unable to cover travel or any other expenses for interviews.

The Academy of Ancient Music strives to be an equal opportunities employer.

