



Leeds Lieder: Part-time Administrator (0.6 FTE)
Salary £12,000 - £13,200 (£20,000 - £22,000 per annum pro rata FTE)

Leeds Lieder, *'one of the most exuberant and far-reaching festivals of art-song in the UK.'* (The Times), is a small but dynamic organisation based in Leeds city centre. It promotes an annual festival of song, a lively education programme, and a season of monthly concerts at various venues in Leeds. Internationally acclaimed artists appearing at Leeds Lieder events in the forthcoming season include soprano Christiane Karg, tenor Toby Spence, and baritone Benjamin Appl.

The Director of Leeds Lieder is pianist Joseph Middleton. Since his appointment in 2014 Leeds Lieder has developed in a very exciting direction, and has significantly increased its volume of activity. We are seeking to appoint a part-time administrator to support Joseph in taking forward our ambitious plans for 2017 and beyond.

The duties and responsibilities of the post cover all administrative aspects of the organisation, including planning, publicity, financial matters, liaison with artists and agents, and supporting meetings of the Leeds Lieder Board of Trustees.

The person appointed will be enthusiastic and self-motivated, a good team worker, and possess excellent interpersonal skills. S/he will have a high level of literacy and numeracy, good IT skills, and experience of administration in an arts organisation. Knowledge of classical music is essential, and familiarity with the song repertoire, and the artists associated with it, would be a great advantage.

The person appointed will work closely with the part-time, freelance Learning and Participation and Marketing Managers and will also provide support to the freelance Fundraising Consultant.

The salary will be in the range £12,000 - £13,200 per annum, according to qualifications and experience.

A full job description is available from info@leedslieder.org.uk.

Letters of application, with a CV and the names of two referees, should be submitted to info@leedslieder.org.uk by Friday 15 September. Interviews will be held in Leeds on Tuesday 26 September.