

OXFORD LIEDER FESTIVAL 2018
The Grand Tour: a European Journey in Song
12 - 27 October

The 17th Oxford Lieder Festival will celebrate a rich tapestry of music, words and performance in European song. Our Grand Tour of song will showcase the pinnacles of the repertoire while exploring wider cultural and geographical influences. International stars, prize-winning young artists and a wide range of concerts and other related events will take us on this beguiling journey. For more information, please see the Festival brochure or website.

We are looking for volunteers to help us make this extraordinary Festival happen

There are many ways you can get involved – stewarding concerts, page-turning, proof reading programmes, helping with Festival marketing and administration, providing airport transfers and home stays for our international artists. In exchange, you will get to experience some exceptional concerts for free.

We are also looking for some paid Festival Assistants

Our Festival Assistants (FAs) are enthusiastic, dedicated and hard-working individuals who are responsible for the day-to-day running of the Festival and play a vital role in the overall success of the Festival. Reporting to the Director of Administration, our FAs will work as a team on a range of administrative and front-of-house duties and are additionally responsible for a specific aspect of the Festival, as detailed below. These paid positions are ideally suited to someone looking to gain experience in arts administration and events management: past FAs have gone on to careers in venue, events, and artist management and in hospitality. The FAs will need to be available throughout October, and will need to be resident in or near Oxford during that time.

- **Box Office Festival Assistant** will be responsible for answering all box office telephone and email enquiries, undertaking box office administrative tasks including offering returns to our waiting lists, and reconciling takings with ticket figures. They will work closely with our Box Office Administrator. They will also undertake additional administrative tasks in support of the rest of the team and help out at the front-of-house box office.
- **Concert Management Festival Assistant** will be responsible for opening and setting up venues and green rooms, ensuring clear venue signage, ensuring all public and staff areas are kept clean and tidy, welcoming and assisting artists, arranging audience seating, assisting front-of-house for all recitals, and helping other FAs in their work as directed and as time allows. *This position is already filled for 2018.*
- **Marketing Festival Assistant** will work closely with our marketing manager to run the day-to-day promotion of the Festival. This includes posts on social media, targeted emails to our mailing list and other local groups, distribution of our print materials (brochures, posters, flyers), and ensuring there is excellent signage at all venues.
- **Texts & Translations Festival Assistant** will assist with the production of our Festival programmes. This will involve ensuring all content is correct (including texts, sponsorship credits and sponsor a song acknowledgments), careful formatting of programmes, and printing in time for the event. The FA will also be responsible for producing and running the surtitle screens for all Holywell Music Room song recitals. *This position is already filled for 2018.*
- **Shop & Accounts Festival Assistant** will run our shop which involves ordering and pricing stock, stock checking and shop presentation. They will also be responsible for cashing up, banking and ensuring all floats are ready as required. *This position is already filled for 2018.*
- **General Festival Assistant** will be required to do a whole variety of tasks to support the other Festival Assistants and the wider Oxford Lieder team. This FA is only required for the Festival period itself: 11-27 October.

If you are interested in helping to make this Festival a great success, please get in touch with Taya Smith, Director of Administration, at taya@oxfordlieder.co.uk. For more information about the Festival, please see our website.

We look forward to hearing from you soon.

Oxford Lieder

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