

**Application Brief – Competitor Coordinator**  
(London-based until March 2018, Geneva-based March 2018-April 2018,  
London-based May 2018)

**Employer:** The Menuhin Competition Trust

**Location:** London, with March-April 2018 in Geneva

**Salary:** £22,000 - £25,000 p.a. pro rata, negotiable according to experience

**Closing Date:** 11<sup>th</sup> June 2017

**Contract:** fixed-term (9 months); from early September 2017 until end of May 2018

[www.menuhincompetition.org](http://www.menuhincompetition.org)

**About us**

Founded by Yehudi Menuhin in 1983, the Menuhin Competition is the world's leading international competition for young violinists under the age of 22. It has consistently attracted some of the greatest young talents from all over the world and previous prize winners include Tasmin Little, Nikolaj Znaider, Ilya Gringolts, Julia Fischer and more recently Chad Hoopes and Ray Chen and Callum Smart.

Going beyond the boundaries of traditional music competitions, the Menuhin Competition is a feast for music and violin fans from all over the world. Each Competition becomes an eleven-day festival of concerts, masterclasses, talks and outreach activities with world-class performers.

Held every two years, recent Competitions were held in London (2004), Boulogne (2006), Cardiff (2008), Oslo (2010), Beijing (2012), Austin, Texas (2014) and most recently in London from 7-17 April 2016 in celebration of Yehudi Menuhin's centenary.

The next edition of the Competition will be held in Geneva from 12-22 April 2018. The Competition is run by the Menuhin Competition Trust, a UK registered charity, in partnership with the Fondation Concours Menuhin in Geneva through which the 2018 event in Geneva is planned and delivered in co-operation with our local partners.

**About the job**

The Competitor Coordinator will work closely with the General Manager and Artistic Director in London and the Project Team in Geneva.

The Competitor Coordinator will be specifically responsible for competitors, from coordinating the application and pre-selection process to administration and welfare in the lead-up to and during the Menuhin Competition Geneva 2018, including the jury process during the event itself. The Competitor Coordinator will also assist with all of the Trust's non-Geneva-based activities and running of the London office.

**THE WORLD'S LEADING INTERNATIONAL COMPETITION  
FOR YOUNG VIOLINISTS**

Competition Office, 7 Exton Street, London SE1 8UE, United Kingdom  
+44 (0)20 7620 8470 | [office@menuhincompetition.org](mailto:office@menuhincompetition.org) | [menuhincompetition.org](http://menuhincompetition.org)

The Menuhin Competition Trust. Registered as a Company Limited by guarantee in England No. 01612181  
Registered Office St. Brides's House, 10 Salisbury Square, London EC4Y 8EH. Registered Charity No. 284467. Vat No. 444903154



# MENUHIN

## COMPETITION

GENEVA 2018  
APRIL 12–22

This role requires outstanding verbal and written communication skills in English and ideally also in French. The role will be based in London from September 2017-March 2018, in Geneva from March 2018-April 2018 and thereafter in London until the end of May 2018.

### **Key Skills, Knowledge and Experience:**

#### **Essential**

- Outstanding verbal and written communication skills in English
- Strong understanding of the music scene, including experience of successfully administering events and building and upholding relationships with artists
- Good working knowledge of and experience with Microsoft Word and Excel
- Ability to correspond clearly yet warmly with young people and their families, many of whom are internationally based with English not being their first language

#### **Preferred**

- Good verbal and written communication skills in French
- Minimum of 2 years' experience in Arts and Event Administration
- Experience in the classical music industry
- Experience of working in an international environment and with high profile artists and individuals
- Experience of working in an international environment with young people and their parents
- Experience in innovative marketing and communications and handling social media

#### **Personal Qualities**

- High level personal, communication and organisational skills
- Proactive with a capacity for logical thought
- Outstanding attention to detail
- Enthusiastic interest in classical music and youth
- Energetic, self-directed and a positive team player
- Comfortable within both local and international environments

**Applications including a covering letter in English, CV and the names of two referees must be received by 11<sup>th</sup> June 2017 by email to [application@menuhincompetition.org](mailto:application@menuhincompetition.org)**

**Candidates must be available for interviews in London on 19<sup>th</sup> June 2017.**

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### **Competitor Coordinator Job Description**

Fixed term contract early September 2017 until end of May 2018

**Reports to:** The London-based General Manager

#### **Purpose:**

The Competitor Coordinator will be specifically responsible for competitors, from coordinating the application and pre-selection process to administration and welfare in the lead-up to and during the Menuhin Competition Geneva 2018, including the jury process during the event itself. The Competitor Coordinator will also assist with all of the Trust's non-Geneva-based activities and running of the London office.

### **Main Duties and Responsibilities:**

#### **1. Operations**

- a. Provide a continuous first point of contact for information about the Competition
- b. Manage the online application portal via Decision Desk and assist applicants with the application process
- c. Pro-actively seek ongoing contact with competitors and artists involved in the event to create "Menuhin Alumni" network
- d. Assist with managing performance and development opportunities for prizewinners
- e. Assist with management of inter-competition event delivery in London or internationally (not Geneva) as well as in Geneva on occasion where required
- f. Manage the competitor paperwork and voting sheets for the jury during the event
- g. Implement voting procedure during the Competition together with the Artistic Director and General Manager

#### **2. Administration**

- a. Coordinate the administration of competition entries and preparation of competition applications for the pre-selection jury
- b. Ongoing administration of selected participants (contracting, help with visa applications, travel grants, repertoire queries, etc.)
- c. Coordinate timetables and distribute relevant information and performance schedules to competitors in conjunction with the Project Team's advice on local arrangements
- d. Coordinate competitor administration and management during the Competition in Geneva (in collaboration with the local Project Team)
- e. Liaise between competitors and the host families via the Competition's Geneva partners

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**3. Marketing & Communications, in conjunction with the Geneva-based Communications & Press Coordinator**

- a. Be an informed source of information with regard to queries about the Competition and its events programme, as well as inter-competition events and the past Competition activities and laureates
- b. Manage the competitors' publicity materials to ensure that whatever collateral is required for marketing and communications (such as photos, biographies, video content etc.) is available and up to date
- c. Ensure that web-presence is kept up-to-date regarding application information, information for competitors and the Trust's non-Geneva-based activities; produce and update content regularly
- d. Contribute to creating content for the regular e-mail newsletter
- e. Contribute towards creating content for the charity's social media (Facebook, YouTube, Twitter, Instagram and others that may be suitable)
- f. Assist with proof-reading English and French copy for marketing materials and campaigns, publicity and the website of the Competition
- g. Contribute towards the production of the Competition's souvenir programme book
- h. Ensure continuous dialogue with Communications & Press Coordinator to coordinate that all necessary messages are timely and fit into the overall MarComms plan

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