



Application Brief – Menuhin Competition Trust Coordinator (London-based, spending May 2020 in Richmond, Virginia)

Employer: The Menuhin Competition Trust

Location: London, with May 2020 in Richmond, Virginia (USA)

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

Closing Date: 22nd January 2019

Hours: Full Time

Contract: fixed-term from March/April 2019 to June 2020, with 20 days of annual leave p. a.

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 prizewinners include Tasmin Little, Nikolaj Znaider, Ilya Gringolts, Julia Fischer and more recently Chad Hoopes, 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), London (2016) in celebration of Yehudi Menuhin's centenary and, most recently, Geneva from 12-22 April 2018.

The next edition of the Competition will be held in Richmond, Virginia (USA) from 14-24 May 2020. The Competition is run by the Menuhin Competition Trust, a UK registered charity, in partnership with a Host City Team made up of a consortium of partners in Richmond, Virginia, led by the Richmond Symphony Orchestra, to plan and deliver the event in co-operation with local partners.

About the job

The Menuhin Competition Trust Coordinator will work closely with the General Manager, Project Director and Artistic Director in London as well as the Host City Team in Richmond.

The Menuhin Competition Trust Coordinator will be responsible for the applicants and competitors, from coordinating the application and pre-selection process to administration and welfare in the lead-up to and during the Menuhin Competition Richmond 2020, including the jury process during the event itself. The role involves specific responsibility for operating the Trust's marketing and communications including social media and the website. The Menuhin Competition Trust Coordinator will also support the General Manager with all of the Trust's activities, both those relating to the 2020 Competition and separate initiatives and events, and the running of the London office. This will include, but not be limited to, competitor and jury administration, prizewinner performance opportunities, London-based events, fundraising events, donor management, preparation of Board Meeting materials and general administrative duties.

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 | 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



The role will be based in London until April 2020, then in Richmond, Virginia in May 2020 and back in London in June 2020. Occasional travel within the UK and abroad will be required, including at least one visit to Richmond, Virginia in advance of May 2020.

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
- Demonstrable marketing and communications experience of large-scale live events (preferably but not necessarily in classical music)

Preferred

- 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 and websites
- Knowledge of foreign languages would be helpful

Personal Qualities

- High level personal, communication and organisational skills
- Proactive with a capacity for logical thought
- Outstanding attention to detail
- Ability to manage and prioritise workload
- 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, CV and the names of two referees must be received by 22nd January 2019 by email to application@menuhincompetition.org

Candidates must be available for interviews in London on 28th/29th January 2019.

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Menuhin Competition Trust Coordinator Job Description

Fixed term contract March/April 2019 until end of June 2020

Reports to: The London-based General Manager

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 and assist applicants with the application process
- c. Assist with managing performance and development opportunities for prizewinners
- d. Assist with management of inter-competition event delivery in London or internationally (not Richmond, Virginia) as well as in Richmond, Virginia on occasion where required
- e. Manage the competitor paperwork and voting sheets for the jury during the event
- f. Support the General Manager and Host City Team in the delivery of all Competition events and any other events outside the Competition period itself as necessary, such as fundraising events in the lead-up to the competition
- g. Pro-actively seek ongoing contact with competitors and artists involved in the event to create "Menuhin Alumni" network

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, assisting with visa applications, travel grants, repertoire queries, etc.) and being the primary source of all competitor-related information to both the London and Host City teams
- c. Coordinate timetables and distribute relevant information and performance schedules to competitors in conjunction with the Host City Team's advice on local arrangements
- d. Coordinate competitor administration and management during the Competition in Richmond (in collaboration with the Host City Team)
- e. Liaise between competitors and the host families via the Host City Team
- f. Assist with ticket management for Trustees, VIPs, sponsors and guests

3. Marketing & Communications, in conjunction with the Host City Team's marketing staff

- 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. Plan and implement global marketing campaign to potential applicants of the Competition to ensure a high level of applicants

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- c. Manage the Trust's website and the Host City arm of the Menuhin Competition website, including updating all content and materials for the application information, events, jury, competitors, news stories and such. Ensure that web-presence is kept up-to-date and produce and update content regularly
- d. Be responsible for creating content for and sending of the regular e-mail newsletter
- e. Be responsible for creating content for and operating the Trust's social media channels (Facebook, YouTube, Twitter, Instagram and others that may be suitable)
- f. Assist with creating and proof-reading copy for marketing materials and campaigns, publicity and the website of the Competition
- g. Ensure continuous dialogue with the Host City Team's marketing, PR and branding staff to coordinate that all necessary messages are timely and fit into the overall MarComms plan
- h. Manage the publicity materials of artists dealt with by the Trust, predominantly competitors, jurors and previous prizewinners, to ensure that whatever collateral is required for marketing and communications (such as photos, biographies, video content, repertoire choices etc.) is up to date and available to the Host City Team's marketing, PR and branding staff
- i. Contribute towards the production of the Competition's souvenir programme book
- j. Assist with artwork and advert production as required

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