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# Company Administrator and Executive Assistant



# ABOUT US

The London Handel Society (LHS) is the UK's only year-round organisation dedicated to the performance and celebration of Handel's music. With a growing reputation, the London Handel Society is rapidly becoming a key part of London's cultural landscape and one of the country's most cherished specialist arts organisations.

Each year LHS presents its flagship London Handel Festival, the International Handel Singing Competition, major opera productions through its recently formed Opera Studio, a growing creative learning and participation programme and a year-round concert series delivered in partnership with Handel Hendrix House. LHS is run by a small, predominantly freelance team and in 2028 it will celebrate its 50th anniversary.

## How to apply

Please read through the role description and what we're looking for on the following pages and submit a CV and letter of application to:

[andrea.lee@londonhandelfestival.org.uk](mailto:andrea.lee@londonhandelfestival.org.uk).

Letters of application should be no more than two sides of A4.

The deadline for applications is June 26th 2026.

Shortlisted applicants will be invited to interview on July 6th 2026.

There may be a second round of interviews following this.

# The Role

**Title:** Company Administrator and Executive Assistant

**Reports to:** Festival Director & CEO

**Works closely with:** Festival Producer, Head of Audiences and Engagement, Head of Development

**Start Date:** September 1st (*or as near as possible*)

## **Description:**

The Company Administrator and Executive Assistant will sit at the heart of the organisation, supporting the operational and administrative functions across governance, programme delivery, audience development, and organisational operations. Reporting directly to the Festival Director & CEO, this is a varied and hands-on role within a small, dynamic team.

The London Handel Society actively welcomes applications from candidates with a portfolio career, particularly those active as performers or practitioners within the arts.

## **Key Responsibilities**

### **Executive and Board Support**

- Support the Festival Director & CEO with scheduling and operational priorities
- Track organisational deadlines and maintain systems and records
- Organise Board and sub-committee meetings, circulate papers, take minutes, and maintain governance records

### **Programme and Event Co-ordination**

- Working alongside the Festival Producer on the administrative delivery of the performance programme and singing competition, including support with scheduling, venue and artist liaison and coordination of the front of house teams
- Attend and support concerts and events

### **Box Office, Audience Engagement and Development support**

- Support the Head of Audiences and Engagement through managing box office queries, CRM, website maintenance, and managing social media channels.
- Support the Head of Development by administering donor records, supporting member communications and renewals, prospecting and support with delivering fundraising events

# Who we're looking for

## Essential:

- A highly organised individual with excellent attention to detail
- Able to manage multiple priorities, work independently and use initiative
- Ability to write correspondences and communication to a high standard
- Digitally confident, with strong IT skills across standard office tools and platforms, websites, CRM, and social media management
- A proactive mindset with a solutions-focused approach

## Desirable:

- Experience of working in an arts or cultural organisation desirable
- Experience in delivering events
- A belief in the power of the classical music to enrich lives

## Terms

Freelance Contract

- **Fee:** £21,000 per annum paid in equal monthly instalments
- Fee is based on approximately 16 hours per week on average across the contract year, with hours varying seasonally and peaks expected during the Festival (late February – mid March) and other key events
- The contractor will determine their own working pattern in agreement with the Festival Director, in line with organisational needs
- Must be available to support the Festival and other key events as reasonably required
- London-based, predominantly remote with regular in-person meetings
- Should the scope materially increase, both parties agree to review the fee

## What you can expect from us

- The chance to work with world-class musicians and experience incredible performances
- A fast-paced and varied role in a small and ambitious organisation
- The opportunity to learn quickly about how a Festival works and grows
- A supportive and collaborative environment and friendly team



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[www.london-handel-festival.com](http://www.london-handel-festival.com)