

Production Assistants: 90 Years of Arvo Pärt: A Reflection Festival, 11-16 November 2025



Job Spec

Music at Oxford (MaO), the critically acclaimed Oxford concert promoter, is looking for up to **4 Production Assistants** to help with the delivery of their 90 Years of Arvo Pärt: A Reflection festival taking place in and around central Oxford from 11-16 November 2025.

The festival builds on the successful Arvo Pärt...and a Littlemore Festival held by Music at Oxford in 2022. It is being brought to Oxford by MaO in collaboration with the Arvo Pärt Centre, the Estonian Embassy in London and the Estonian Ministry of Culture.

If you are enthusiastic and love the arts and working with people, we want to hear from you! This is an ideal position for a music/drama/arts student or graduate, who is looking to develop skills in arts administration and/or concert management and production with an exciting festival. Full training will be provided.

There is the possibility of ongoing Concert Management work with the company.

Duties to include:

- Preparation of venues prior to concerts and receptions, including putting out signage / banners, numbering the seating where required, sound/lighting check.
- Transporting marketing assets and other items between venues, by taxi if needed.
- Looking after the needs of the audience, artists, venues and team at a concert.
- Assisting concert attendees, which includes ticketing, giving directions and selling programmes.
- After concert: assisting in returning the venue to the state in which we found it.
- Providing box office phone cover as required
- Social media and marketing support as requested by the Marketing Manager.
- Being the public face of Music at Oxford

Other duties as required during the course of the festival.

Suitability

We think you'll likely be suitable for this role if you have held one or more of the following roles before:

- Usher/Front of House Assistant
- Production Assistant/Intern
- Other customer facing roles

We're also interested in hearing from people who don't necessarily have lots of direct relevant experience, but who consider that they have the following attributes:

Essential attributes

- Reliable
- Ability to work under pressure
- Keen eye for detail
- Problem-solving skills, ability to think on your feet

- Friendly and sensitive to the needs of audience members
- Confident presenter with experience of dealing with the public.
- Good interpersonal skills to develop and maintain effective working relationships
- Flexible: certain duties and responsibilities are difficult to define and may vary from time to time, or overlap with those of other members of the team
- Classical music/Arts student or graduate background

Desirable attributes

- Based in or around Oxford
- Experience with social media
- Experience taking payments and dealing with cash- cash, card, Zettle
- DBS checked (MaO will pay for this if needed)

Location

Oxford

Dates

Various shifts will be offered between 11 and 16 November. (There is the possibility of ongoing Concert Management work after the festival)

Working hours

- Shifts between 9am-11pm
- Hours may vary from day to day according to the requirements of the programme.

Remuneration

- £13.16 hr (Oxford Living Wage) + reasonable expenses
- We cannot offer accommodation/travel subsidy for this role, so are looking specifically for someone from the Oxfordshire area.

Application

- Please either email a CV and covering letter, max. 500 words or a 3 min video, to Roz Surtees, Producer/General Manager at roz@musicatoxford.com.
- If you'd like to send a video file, please use WeTransfer: <https://wetransfer.com> (WeTransfer is a free file sharing site that you can upload to, directly from your phone or computer).
- Please let us know where you heard about this position

Application Closing Date

5pm, Tuesday 21st October

Interviews will take place on **Thursday 23rd and Friday 24th October 2025 on Zoom**. If you are unable to attend this date, please let us know in your application and we will try to find an alternative time.

