

Projects Manager - Job Description

Contract: Permanent, full time
Salary: £27,500 per annum
Holiday: 25 days per annum, plus bank holidays. Additionally, the office closes between Christmas and New Year at the CEO's discretion, subject to scheduled events
Probation: Six months
Start Date: 22 November 2026
Reports to: Concerts & Tours Director & Director of Gabrieli Roar

About Gabrieli

Gabrieli's mission is to change the cultural landscape, by celebrating and sharing great music generously. We challenge, excite and empower audiences with performances that enhance and transform lives.

At the heart of our organisation is a collective of professional musicians, led by founding Artistic Director Paul McCreesh, who are committed to sharing the beauty and emotional power of transformational music. Together, we continually expand our knowledge and understanding of our repertoire, using research as a foundation from which to create invigorating and imaginative performances and recordings that inspire ever larger and more diverse audiences.

Through our youth singing project Gabrieli Roar, we bring young people and educators to work side-by-side with our professional musicians in immersive learning experiences. We develop responsive partnerships with schools and regional organisations to increase young people's access to choral music, often providing a young person's first experience of classical repertoire.

Role Overview

This is a new role, expanding our small management team to facilitate significant growth in our activity. The post-holder will support the Concerts & Tours Director and the Director of Gabrieli Roar in the delivery of professional performances and our education programme. There will be scope for the successful candidate to develop their skills, according to interest and need.

The post-holder will lead on all project logistics and preparation, including:

- Liaising with venues, equipment and instrument providers, becoming the main point of contact for external partners, including venues and promoters, artist agents and education organisations.
- Arranging travel and accommodation for musicians, both within the UK and abroad, with an excellent eye for detail, awareness of budget and sensitivity to artists' needs.
- Preparing and circulating management and artist schedules, including technical riders.
- Overseeing the delivery of our annual residential course, engaging and managing a team of pastoral staff to deliver a full week of musical and social activities, ensuring participant welfare, inclusion and safeguarding requirements are considered throughout project planning and delivery.
- Engaging workshop leaders and liaising with education organisations to plan a nationwide programme of workshops within a tight schedule and budget constraints.
- Supporting musicians with tax, visa and work permit paperwork.
- Maintaining excellent records, both within our artist database and project planning systems, managing data with care and accuracy, compliant with our GDPR policy.

They will also assist the Directors to

- Manage rehearsals and performances, handling all practicalities therein ie staging, music, stands, refreshments etc.
- Maintain Gabrieli's physical and digital music library, preparing and distributing all music and educational resources.

- Prepare artist and supplier payments, monitor expenditure against budgets, maintain accurate financial records and project documentation and contribute to budget reconciliation processes.
- Prepare risk assessments.
- Coordinate post-project evaluations, including feedback questionnaires and participant interviews, analysing findings to inform future programme development.

Person specification

We are looking for a candidate with a willingness to get stuck in to all aspects of performances and project delivery, from stage set-up to governance documents. We need you to be able to anticipate and manage operational risks, resolve challenges proactively and escalate significant issues to senior colleagues with confidence. The role has potential to be developed for the right candidate according to their interests.

The successful candidate will have:

- Excellent administrative and organisational skills, with the ability to work under pressure and prioritise tasks within specific deadlines.
- A creative approach to problem-solving.
- First class communication skills, building positive and constructive relationships with a wide-range of internal and external partners and stakeholders, from artists and participants to promoters and education partners.
- Excellent literacy and numeracy skills, with the ability to work to fixed budgets.
- Strong IT skills, knowledge of MS Office software including Sharepoint, Word and Excel and experience of working with a CRM database.
- Demonstrable experience in a similar role in the arts, ideally in orchestra or concert management, with experience of managing a varied workload and achieving objectives.
- The ability to read music.
- An adaptable working approach, with the ability to self-motivate as well as working as part of a close-knit team..

Location, Salary and Hours

Our staff work remotely from home and from our King's Place office. The post-holder will be required to be in London at least twice per week for office- and library-based work, rehearsals and concerts. They may also need to attend UK and international projects, for which tour travel and accommodation expenses will be paid. Evening and weekend work is expected for events, for which Time Off In Lieu will be given. Office hours are generally 9am-5pm.

Gabrieli strives to be an Equal Opportunities employer, ensuring that no job applicant, employee or participant receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. Individuals will be selected, promoted and treated on the basis of their relevant merits and abilities. We aim to operate an inclusive recruitment process. If you have any particular requirements, please let us know at any point during the process.

We are a Living Wage Employer. You must be eligible to work in the UK. All staff are required to hold an enhanced Disclosure and Barring Service (DBS) check.

Applications

To apply for this role, please submit a CV of no more than two pages, and a single-page covering letter, outlining the skills, aptitude and enthusiasm that you would bring to the role. Applications should be sent with a completed Equal Opportunities Form to sophie@gabrieli.com by 9am, Thursday 22nd October.