

Freelance Operations Manager

About Polyphony Arts

Polyphony Arts Ltd is a classical music artist and project management organisation, and we are expanding.

We are looking for an Operations Manager to support the Director in the day to day running of the business.

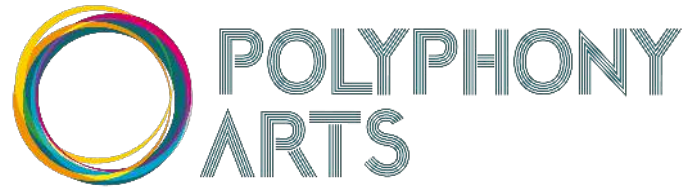
You can find out all about us and what we do on our [website](#), and really get to know us via our podcast, [Music Works](#).

Operations Manager Job Specification

- Managing shared inboxes, including being the first point of contact for the company
- Managing the Director's diary, including using shared calendar and appointment software
- Organising team meetings and training events
- Preparing proposals for prospective clients
- Onboarding new clients
- Keeping Dropbox and other shared spaces organised
- Dealing with invoicing via Xero accounting software
- Other tasks to do with the day to day management of Polyphony Arts

Essential qualities and experience

- A background in/working knowledge of classical music
- Experience of event management
- Meticulous attention to detail
- Excellent record keeping
- Ability to work independently and be self-motivated
- Ability to manage time and meet deadlines
- Access to and proficiency in using a range of computer software (training and access to specific programmes will be provided where needed)
- Good communication skills, particularly excellent written English.



Desirable experience

- PA and/or operations management experience
- Website editing, especially WordPress
- Ability to speak/write in language/s other than English
- Using software such as Xero, Trello, Hubspot, Dropbox, Content Studio, Slack and Zoom
- Marketing, branding, press and publicity
- Social media experience
- Fundraising and grantfinding

Operations Manager particulars and how to apply

All roles at Polyphony Arts Ltd are currently freelance, part time, and flexible remote working.

At Polyphony Arts we advocate for and are dedicated to equality, diversity and inclusivity. This role is open to everyone, regardless of gender identity, race, and social or cultural background.

The remuneration for the Operations Manager role is £80 per day. The role will commence in July 2021 with approximately 6 days per month, spread across the working week.

If interested, send a CV and covering letter or introductory video, including details of your experience and qualities including those listed in the list above, to Katie Beardsworth on contact@polyphonyarts.com.

Deadline for applications: 5pm on Friday 11 June 2021

If you need any of this information in an alternative format, please let us know at contact@polyphonyarts.com.