

## **Job specification Concert Tour Operator**

OneStage organise approximately 100 tours per year with our busy operations season running from March to October. We are looking for a highly organised individual to join our friendly team in Brentford. You will be responsible for up to 20 concert tours with many of them travelling in the summer months.

Day to day tasks include:

- Making bookings with coach companies, ferries, airlines, hotels, restaurants, concert venues and excursions
- Liaising with clients by phone and email to produce a tailor-made concert tour.
- Raising invoices to clients, making payments to suppliers and ensuring that financial elements of the tour are in order.
- Working with people across Europe by email and on the phone
- Presenting at schools and parents' evenings
- Travelling with clients to their tour destination prior to their tour to inspect their accommodation and concert venues and carry out risk assessments
- Working with our in-house computer system "Tourplan"
- Researching new destinations for concert opportunities and accommodations, excursions
- Accompany some ensembles on their tour as a "Tour Manager"

Whilst our office is open Monday to Friday 0900 – 1700 hrs, occasionally irregular working hours will be required with evening and weekend work.

### **Person specification**

#### **Essential**

- Fluent in written and spoken French and English
- Valid driving licence and confidence to drive abroad
- Confident and friendly telephone manner
- A desire to learn about new places and countries
- A knowledge of or interest in classical music
- Excellent time management skills
- Friendly and outgoing personality
- A "can do" self-starting attitude to work and life
- A team player and willingness to work on other people's projects at busy times

#### **Desired**

- Playing an instrument, or personal experience in music touring
- Experience of travelling in Europe
- Knowledge of other languages is an advantage

Start date: February 2020 (exact date tbc). Interviews to take place on Wednesday 29<sup>th</sup> January.  
Location: Brentford, Middx, Greater London

Salary: £23,500.00 starting salary, to be reviewed after four months