

CAMBRIDGE EARLY MUSIC

Administrator (Maternity Cover)

Hours: 12-15 hours per week, variable depending on workload

Period of contract: Nine months from January 27 2025, renewable monthly thereafter. (It is currently expected that cover will be required until the end of 2025.)

Salary: £16.39 per hour on a self-employed basis

Holiday entitlement: 5.6 weeks per year (pro rata)

Reports to: Board of Trustees

Location: From home; with easy access to Cambridge.

About Cambridge Early Music

Since its foundation in 1993, Cambridge Early Music has played a leading role in the national and international promotion of historic music through education and performance. Founded by Selene Mills, initially with the ambition of providing high-level courses in historically-informed performance, Cambridge Early Music now also curates a series of around ten concerts each year, with a commitment to artistic excellence and scholarly integrity in the performance of a wide repertoire of established and lesser-known works.

CEM is a charitable company, run by a board of (currently 7) Trustees which meets four times a year.

Central to the calendar are two prestigious Summer Schools, devoted to Renaissance and Baroque music and led by practitioners of international standing. The Summer Schools are designed for amateur, semi-professional and professional musicians, and offer a high standard of tuition in a friendly and supportive environment.

Purpose of the role

To manage the Renaissance and Baroque Summer Schools, from the registration process through to their delivery and aftermath; to start organisation of the 2026 Summer School. NB responsibility for the management of CEM concerts during the period will be taken by one of the Trustees.

Main Duties and Responsibilities

Manage Summer School applications and marketing

Liaise with Benslow (Summer Schools venue) on all aspects of Summer Schools

Attendance at/on site management of Baroque Summer School (July 20-27)

Be 'on call' during Renaissance Summer School (July 27-Aug 3)

Manage feedback, payments, post-course marketing etc.

Liaise with tutors/prepare programme and marketing for 2026 Summer Schools

General administrative tasks; incl. managing info@ emails, liaison with Trustees, organising/minute-taking at Trustees meetings, weekly (online) meetings with Chairman

The above is not an exhaustive list of duties. The post holder may be asked to take on different tasks as required to support the overall work of Cambridge Early Music, within the hours contracted.

For further information and to apply, please contact

Dr Edward Wickham (Chair of CEM): wickhamea@gmail.com