



## Breakthrough 2025 Job Description

### Hastings International Piano – Administrator - Hastings

Employer name	Hastings International Piano		
Employer Website	Hastingsinternationalpiano.org		
Employer main contact	Abby-Lee Widger		
Employer email	accounts@hastingsinternationalpiano.org		
Start Date	Monday 29 <sup>th</sup> September	Hours Per Week	25
Working week	9:00 to 17:00 4 days a week with 1 hour for lunch (unpaid).	Hourly Wage	£12.21

Job Title	Administrator
Company Overview	
<p><b>Who we are:</b> Hastings International Piano is committed to nurturing musical talent and ensuring that musical opportunities are available to everyone. We promote the biennial <a href="#">Hastings International Piano Competition</a> which is now considered to be one of the top piano competitions in the world, as well as offering performance opportunities to young artists year-round, working tirelessly in our community, and aiming to give every child in Hastings the gift of music through our schools' programme.</p> <p>The competition was revived in 2005, but our roots go back more than a century to the Hastings Musical Festival which has been taking place in Hastings since 1908. Our next competition is in February 2026.</p> <p>In recent years the competition has evolved into an internationally-renowned platform for young concert pianists from around the world particularly because it is one of the only international competitions that asks competitors to play complete concertos from the first round. In recent years our reputation has grown steadily and we now enjoy a partnership with the Royal Philharmonic Orchestra.</p>	



As well as the piano competition, we also run a Learning & Participation programme and promote other events such as an annual Gala concert (featuring winners from the competition).

In 2020, we mounted the Hastings International Piano Festival, a multi-genre celebration of the piano involving pop, classical, jazz and contemporary musicians and singer/songwriters. We produce world-class concerts while maintaining a focus on engaging with and giving learning opportunities to young people.

#### Job Description

To assist in the day to day running of our office, handling email and telephone enquiries from competitors, performers, venues, Patrons and the General Public. To support the administration of our 2026 competition and a range of smaller concerts.

This role will include assisting with the:

- Managing our Patrons database
- Assisting with Event online ticket sales
- Managing Competition Entries and entrants
- Assisting the Finance Director with data entry
- Assisting the Learning & Participation Coordinator
- Supporting the Development Director with research tasks
- Supporting the Concerts Director, coordinating Performers and Venues
- Occasionally assisting at Events
- Supporting the Marketing Team, collating photographs and videos for social media output

This role will give you an all round introduction to all the tasks undertaken in a small, proactive arts organization.

The role will be based at offices at The Observer Building, 53 Cambridge Road, Hastings TN34 1DT. This is a vibrant co-working space shared with many other small creative industries. Office working is preferred but working from home 1 day a week and/or for specific tasks can be agreed too. Flexibility is occasionally required, for example to accommodate you supporting at a weekend event, but this will all be agreed in advance with the successful applicant.

#### Skills and development

Candidates should be working towards:



- Good communication skills
- A good working knowledge of Microsoft Excel and Word
- A desire to work in the Creative Industries

**Desirable but not essential:**

- Knowledge of Outlook or similar email platforms
- Knowledge of Xero, Sage, QuickBooks or other accounting software
- Knowledge of Eventbrite or similar ticketing platforms
- Knowledge of Donorfy, Raisers Edge or similar CRM systems
- An interest in classical music
- Experience, in any capacity, of Music competitions and festivals
- Experience and knowledge of the Arts and Music scene in Hastings and the wider East Sussex region

**Employers advice:** To demonstrate your excitement for this role we would recommend that candidates for the role in their application talk about anything they've organized; at school, college or university or elsewhere, perhaps as a volunteer. What was it you organized, why, how did you set about it, what skills did you use, what challenges did you face?

Or candidates are welcome to tell us more about themselves and what they hope to learn with us and their plans for their future.

**Personal Qualities**

- *Ability to think and work independently, within the context of a team*
- *Ability to multitask and prioritise effectively*
- *Be punctual and reliable*
- *An effective communicator*
- *Be ready and keen to learn*

**Future Prospects**

During the course of the placement, you will meet and network with other creative organisations which might present future opportunities. We will also provide a work placed mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews. You will gain skills that could lead to future roles such as Arts Administrator, Bookkeeper, Concert Manager, Fundraiser, Events Coordinator, Participation Leader.

