



Breakthrough 2026 Job Description

Hastings International Piano – Concerts & Events Coordinator - Hastings

Employer name	Hastings International Piano		
Employer Website	Hastingsinternationalpiano.org		
Employer main contact	Abby-Lee Widger		
Employer email	accounts@hastingsinternationalpiano.org		
Start Date	Monday 28 th September	Hours Per Week	25
Working week	9.30-4.30 4 days a week with 45 mins unpaid lunch	Hourly Wage	£12.71

Job Title	Concerts and Events Coordinator		
Company Overview			
<p>Who we are: Hastings International Piano is committed to nurturing musical talent and ensuring that musical opportunities are available to everyone. We promote the biennial Hastings International Piano Competition 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 2028.</p> <p>In recent years our reputation has grown steadily, and we now enjoy a partnership with the Royal Philharmonic Orchestra. Our new CEO started in March 2026 which marks the start of a new phase in our development as a small arts charity.</p> <p>In addition to the piano competition, we also run a full Learning & Participation programme and support and promote our young artists through a series of internal and external concerts and events. 2026-27 is a non-competition year so our focus will be in these areas.</p>			



Job Description

To assist the CEO and Learning & Participation Coordinator in the day-to-day running of our concerts and events, handling email and telephone enquiries from competitors, performers, venues, Patrons and the General Public.

This role will include assisting with:

- The Learning & Participation Coordinator, to book, set up and run a variety of events
- The CEO to set up and manage performance opportunities, coordinating Performers and Venues
- Supporting our Volunteer Patron's Manager with our Patrons database
- Setting up and manage Event online ticket sales
- The Finance Director with data entry, particularly around ticket sales
- Supporting the Development Team with research tasks
- 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 organisation with a focus on concert and event delivery.

The role will be based at the office at The Town Hall, Queens Road, Hastings TN34 1NG. 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 weekend events, 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 concerts and participatory events
- Experience and knowledge of the Arts and Music scene in Hastings and the wider East Sussex region

We are keen to know about any experience you may have of organizing or running things, perhaps a club at school, an event at college or a local group you volunteer for. Do please tell us about what your event was, how you set it up, who else was involved, what sort of skills you used, what went well, what didn't go so well and the sort of thing you'd do differently if you did it again.

We're also very interested to know about your plans for your future, please tell us where you see yourself if 5 years' time, what you think you might learn with us during your 6 months at Hastings International Piano and if there is any particular experience you'd like to gain with us.

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.

Interview Date(s):

2nd September 2026