

The **Barenboim-Said Akademie gGmbH (BSA)** is looking for an **assistant to the Concert Office (part-time (50%), permanent position)**

The assistant to the Concert Office is a part-time (50%) position that supports the Concert Office in its various activities related to student performances at the Barenboim-Said Akademie. It is a dynamic position requiring intensive interaction with students, faculty, and staff of the Barenboim-Said Akademie as well as coordinating with the Pierre Boulez Saal. The Assistant to the Concert Office reports directly to the Concert Office Manager. Further information on the Barenboim-Said Akademie and the Pierre Boulez Saal can be found at <https://barenboimsaid.de/> or <https://boulezsaal.de/>.

Requirements:

- Bachelor's degree;
- Knowledge of classical music and a background in the performing arts is a must;
- Excellent and professional written and oral communication skills in both English and German;
- Highly organized, with an attention and sensitivity to detail in communications of all kinds;
- An outstanding ability to manage concurrent tasks and complex scheduling requirements, often with a variety of individuals having conflicting agendas;
- Prior work experience in music conservatories or management of concert venues is preferred;
- Strong working knowledge of all Microsoft Office products;
- Experience working with room management and concert management software;
- Outstanding intercultural and interpersonal skills, including flexibility to work efficiently with faculty, staff and students;
- Ability to work independently with minimal guidance and as part of a team;
- Discretion and sensitivity to working with confidential data, documents, and personal information.

Responsibilities:

- Assisting in the management of student and Akademie concerts;
- Coordinating rehearsals, including student chamber music and orchestra management;
- Managing recording and equipment requests from students;
- Coordinating with facility management regarding room set-up for student performances, rehearsals, recitals, and instrumental examinations;
- Assisting in the planning and administration of final recitals and instrumental examinations, including scheduling and coordination with students, faculty, accompanists and other members of the Barenboim-Said Akademie staff;
- Overseeing the upkeep of practice rooms, equipment and other student musical facilities along with facility management;
- Coordinating and organization of piano tunings and general Akademie instrumental upkeep.

We offer salary in line with TVöD Bund EG 08 (permanent).

Applications from women and applicants with a migration background are expressly desired. Applications of persons with disabilities are to be given priority regarding the position, where qualifications are equivalent. Please send your complete application documents under the keyword - concert office assistant - please only electronically to jobs@barenboimsaid.de.