



VALERIE BARBER PR

Administrator (Part-time)

Valerie Barber PR is one of the UK's most respected and successful international public relations agencies in the field of classical music, promoting leading concert venues, artists, festivals and ensembles both in the UK and around the world. You can discover more about us and our clients by visiting www.vbpr.co.uk.

An immediate vacancy exists for an Administrator to join our team on a part-time basis (three days a week). We operate a hybrid working policy which requires attendance in our office in St John's Wood, London for around one day a week, although this is open to discussion.

Required skills

- Previous administration experience required.
- Excellence in organisation and communication (written and verbal).
- You will be proficient in using the Microsoft Office suite (Word, Outlook, etc.).
- Consistent attention to detail and ability to prioritise.
- The ideal candidate will have an enthusiasm for classical music, culture and the arts.
- You will be based in London or within commutable distance to London for office attendance when required.

Key responsibilities

- Updating and maintaining VBPR's office database.
- Posting content on company website and periodically updating content as necessary.
- Assisting with company mailings (newsletters, highlights etc).
- Collating media coverage, including preparation of press cuttings and press packs.
- Liaising with artist managers to obtain information (schedules etc).
- Handling CD mailouts to journalists.
- General administrative support for Managing Director.
- Office management (including ordering office supplies, keeping office diary updated).

Contract

Permanent following a three-month trial period.

Holiday

17 days when working 3 days a week plus bank holidays.

Salary

£30,000 per annum (pro rata), flexible according to experience.

Apply to

Emma Curtis, with CV at: emma@vbpr.co.uk.

Closing date for applications Friday 27 June 2025, 5pm. Interviews will take place shortly afterwards.