



**THE LEEDS
INTERNATIONAL
PIANO COMPETITION**

Artistic Administrator

Leeds International Piano Competition

Leeds, UK

Salary: £26,000-£28,000

Full-time (1.0 FTE)

Cycle-based contract

Hybrid working (Leeds-based)

Annual leave: 25 working days plus normal Bank Holidays

Full-time presence in Leeds required July-September 2027

Right to work in the UK required

www.leedspiano.com

About Us

Founded in 1963, the Leeds International Piano Competition has grown into one of the world's most respected platforms for young pianists – and a cultural force rooted in Leeds.

Today, The Leeds is more than a global top-tier music competition. We are an organisation driven by artistic excellence, fairness and belief in the transformative power of music. We bring world-class performance to concert halls, but also to streets, schools and communities across the city. We champion emerging artists at pivotal moments in their careers, and we are committed to widening access to classical music in the 21st century.

We are ambitious, values-led and collaborative. We care deeply about integrity, clarity and artist care. We believe that excellence and inclusion are not opposites – they are interdependent.

Joining The Leeds means becoming part of a small, focused team working at the intersection of international artistry and local cultural impact.



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The Role

The Artistic Administrator works at the heart of this international network.

This role brings you into direct contact with:

- Exceptional pianists at pivotal moments in their careers
- An international jury of distinguished performers and teachers
- Major orchestral partners including the Royal Liverpool Philharmonic Orchestra
- Broadcast partners including the BBC
- Leading artistic directors, agents and promoters
- International conservatoires and music institutions
- Recording partners such as Warner Classics

This is a rare opportunity for a musically informed arts professional to move inside the top tier of the classical music profession as a key artistic organiser shaping how a major international Competition and Festival are experienced by artists, jury and partners alike.

It demands not only musical and organisational intelligence, but emotional awareness and sound judgement: someone who communicates with warmth and clarity, who remains calm under pressure, and who builds trust easily with artists, partners and colleagues.

This is an early-career but high-responsibility role for someone with strong understanding of classical piano repertoire and performance culture, who is seeking to build a long-term career in artistic administration or competition leadership.

Working Pattern

This is a cycle-based role shaped by the Competition timetable.

Intensity increases during major delivery periods, particularly July-September 2027. Outside peak phases, the focus shifts to artist liaison, planning, coordination and system development.



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Hybrid working is available; the role is Leeds-based.

Key Responsibilities

- Coordinate competitors throughout their full journey, from application to post-Competition activity
 - Act as the primary point of contact for competitors, providing clear communication, reassurance and high-quality professional care
 - Plan and manage rehearsal schedules, practice allocations and performance timetables
 - Oversee artistic data, including repertoire information, voting processes and feedback coordination
 - Manage the applications portal and lead applicant communications
 - Support jury liaison, including preparation of materials and briefings
 - Coordinate piano logistics, venue requirements and technical planning in collaboration with production teams
 - Support the delivery of Competitor+ activity and prize-winner engagements
 - Guide and support interns and assistants during key delivery periods
 - Contribute to artistic programmes and artist support activity outside Competition periods
 - Improve systems, processes and documentation to strengthen clarity, consistency and efficiency
 - Contribute flexibly across the organisation, supporting delivery of projects and responding to emerging priorities as they arise
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Person Specification

Essential

- Strong knowledge of classical piano repertoire and performance practice
- Early-career stage with clear commitment to artistic administration
- Excellent organisational skills and attention to detail
- Confidence managing schedules, artistic information and digital systems
- Clear, thoughtful communication, both written and verbal



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- Strong interpersonal judgement, with the ability to build trust and maintain professionalism in high-pressure situations
- Interest in music competitions and artist development

Desirable

- Professional or advanced training in piano (or equivalent demonstrable experience)
 - Experience in an arts organisation or festival context
 - Experience supporting assistants or peers
 - Additional languages
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Professional Development

The role offers:

- Direct mentoring from senior leadership
 - Exposure to international jury processes and competition governance
 - Experience of large-scale event delivery working with major industry partners
 - Structured review and progression discussions
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Application Process

We expect strong interest and have designed a structured, multi-stage process.

Stage 1 - Written Application

- CV (max 2 pages)
- Statement (max 800 words) addressing:
 - Why this role at Leeds
 - How your pianistic background informs your approach to artist support



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- An example of managing a complex logistical or administrative process
- How you have used systems or technology to improve efficiency
- Short note (max 200 words) outlining relevant musical or competition experience
- Two referees (not contacted at this stage)

Shortlisting will focus on clarity of thought, organisational instinct and the ability to use systems and processes to support complex artistic activity. We are particularly interested in how you think, structure information and make decisions.

Stage 2 - Pre-Interview Filtering Task

Selected candidates will complete a short remote exercise (30–40 minutes) designed to assess:

- Structural and linguistic clarity
- Editing discipline
- Prioritisation

The task assesses administrative judgement, attention to detail, and the ability to structure and communicate information clearly.

Stage 3 - Online Interview (45 minutes)

The interview will explore:

- Musical awareness in an administrative and artist-facing context
 - Organisational thinking and approach to managing complexity
 - Scenario-based judgement and decision-making
 - Clarity, tone and effectiveness in communication
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Stage 3 - Online Interview (45 minutes)



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Stage 4 - Final Practical Assessment

Final candidates will complete a structured scheduling and communication exercise in advance.

This stage assesses:

- Prioritisation
 - Digital confidence
 - Administrative precision
 - Calm decision-making under constraint
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Stage 5 - Final Interview

The interview will focus on a discussion of the candidate's submission, exploring how they prioritise, structure and refine their work.

Recruitment Timeline

Stage 1 - Application: Submission by 5pm, Friday 13 March 2026

Stage 2 - Task: Sent Thursday 19 March; submission by 12pm, Monday 23 March

Stage 3 - Online Interview: Thursday 26 & Friday 27 March

Stage 4 - Final Task: Sent Friday 27 March; submission by 12pm, Monday 30 March

Stage 5 - Final Interview: Thursday 2 April

Start date: April / May 2026

Application

To apply for the role of **Artistic Administrator**, please submit all documents in a single PDF where possible, clearly labelled with your name, then email your application to:

Fiona Sinclair, CEO
admin@leedspiano.com



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We actively encourage applications from people of all backgrounds, particularly those currently underrepresented within the arts and classical music sectors, and those whose lived experience reflects the communities we serve – in Leeds, across Yorkshire, and internationally.

We are committed to inclusive recruitment and welcome applications in alternative formats. If you would find an informal conversation helpful before applying, or have specific access needs, please don't hesitate to get in touch.

We look forward to hearing from you!

Thank you!