

Marketing and Development Coordinator

NMC Recordings

Job Description

September 2025



Marketing and Development Coordinator

- Term:** This appointment is a permanent position
- Hours:** Full time
- Location:** The office is based in Bethnal Green, East London. NMC staff have adopted a hybrid way of working, dividing their time between office and homeworking.
- Salary:** £27,000.
- Holiday:** 23 days' holiday annually. In addition to this, the working days between 23 December and 1st January are also paid holiday.

About NMC

NMC Recordings is a unique arts charity and record label, dedicated to the promotion of exceptional contemporary classical music from Britain and Ireland. The vital role that we play in the new music sector means that without NMC, hundreds of important works would not be recorded and heard by audiences across the world. In 2025 NMC was awarded the Royal Philharmonic Society's prestigious Gamechanger Award, reflecting its unique contribution to contemporary music.

NMC supports composers at every stage of their career: from emerging names taking part in our talent development partnerships, to rising stars releasing their first portrait albums in our Debut Discs series, through to established voices with music that needs to be heard that is not available elsewhere.

NMC has become a trusted brand, relied on by critics and commissioners around the world who want to have their finger on the pulse of cutting-edge classical music.

Increasing diversity in the music industry is at the core of NMC's work. We are focused on collaborating with communities that are traditionally under-represented in classical music, ensuring that these exceptional creative voices are heard. NMC is a National Portfolio Organisation of Arts Council England, and as a registered charity we are funded by donations, grants, as well as commercial income, to fulfil our work.

The composer Colin Matthews founded NMC in 1989 to remedy the almost non-existent representation of living British composers in the recording catalogues of major labels at the time. NMC's invaluable work supporting the rich breadth of compositional talent from across Britain and Ireland means that our catalogue now holds more than 300 albums and is a diverse living archive of classical music spanning multiple generations of composers.



“NMC has become a national treasure, introducing listeners all over the world to new music by composers from Britain and Ireland. Their ambitious vision and dedication is unwavering and this is reflected in the quality of what they continue to achieve.

NMC is an indispensable part of our history and our future: long may it flourish!”

Sir Simon Rattle, NMC Patron



Job Description & Duties

Support NMC’s small staff team across all areas of work, including the Head of Fundraising, the General Manager (marketing and sales), the Executive Director (PR); and responsible for general office administration.

Key Relationships

Internal

- Executive Director; Creative Director; Head of Fundraising; General Manager; Board of Trustees.

External

- Trusts and foundations; donors, pr/media and audiences.

Duties:

Fundraising

- Assist Head of Fundraising to steward and develop the NMC Champions scheme across all levels, including general communication, reconciliations and renewals.
- With the Head of Fundraising, plan, administer and attend fundraising events. Contribute to applications, monitoring and report writing to Head of Fundraising as required.
- Manage NMC’s CRM database, eTapestry, to support all research and donor stewardship.
- Administer crediting of funders and individual donors in marketing, website, and CD booklets.
- Maintain fundraising pages on NMC’s website, ensuring content is up to date.
- Submit Gift Aid Claims as required.

Duties (continued):

Marketing, Sales & PR

- Work with composers/artists to generate content for the Discover platform on NMC's website.
- Press and PR: (overseen by Executive Director) write press releases, administer PR campaigns and liaise with media, providing press materials as necessary.
- Create and send monthly press & public newsletters.
- Keep NMC online shop and Bandcamp store up to date, uploading new releases where necessary.
- Assist General Manager as needed (registering new releases with PPL/MCPS, distributors & Curve); tracking spreadsheets; updating and filing album reviews.
- Create marketing plans around NMC releases and third-party labels, overseen by General Manager.
- Design materials required for events (leaflets, posters etc), working with external designers where necessary.
- Monitor general enquiries inbox.
- Manage social media channels with interesting content and keep Comms Diary up to date.

Office

- Administrative tasks across all departments required for the smooth running of a small arts organisation.
- Governance tasks as required including taking Minutes at and preparing papers for Board and sub-committee meetings.

Person Specification

This role would suit someone highly organised and personable with at least one year of experience as an arts (or other charity) professional, with an interest in or experience across a variety of areas. You will be hard-working, methodical and self-motivated, being able to work as part of a small dynamic team and with an analytical and enquiring mind, and a desire to learn.



- Office experience, preferably within the arts/culture, charitable or education sectors.
- Some understanding of the arts funding landscape in the UK and avenues for funding for small charities, or a willingness to learn.
- Ability to work collaboratively and flexibly, both with colleagues and external partners, with a willingness to listen.
- Excellent written communication, presentation and interpersonal skills, with the ability to advocate for NMC's charitable purpose to external stakeholders and partners.
- Technically confident, with proficiency in Microsoft Office, including the use of Excel and some experience of budgets.
- Well organised, with the ability to execute plans and schedules, and to manage own workload and time efficiently to meet set objectives.
- Ability to work under pressure, meeting deadlines as required.
- Confident with social media platforms and able to create engaging content.
- A can-do attitude and an eye for detail.

Person Specification (continued):

Desirable

- Knowledge of 20th/21st-century music, contemporary classical music and the sector that supports it.
- Experience using and maintaining a CRM database (NMC uses Blackbaud's eTapestry).
- Experience using design software (eg Photoshop, Indesign).
- Knowledge of other areas of fundraising, including Trusts and Foundations, and corporate giving.
- Experience of planning and running effective events for stakeholders and/or donors.
- Experience of working with press/media.

What we will offer you

- A rewarding role in an award-winning arts organisation. which enjoys the highest reputation and has impact nationally and internationally.
- Free and subsidised access to selected music events across London.
- A platform for the next stage of your development.
- A role in a small, committed team with ambition for the organisation and its future.
- An open, collaborative and supportive workplace where every individual counts.
- Flexible working – partly in our office in Bethnal Green (which has excellent public transport links) and partly from home.
- Generous leave and enrolment into the Company's automatic enrolment pension scheme on the successful completion of the probationary period.
- The opportunity to make a difference to the lives and development of this country's finest composers, and support early-career creators, regardless of their background.
- The chance to learn about the recording industry and NMC's unique place within it.
- A very warm welcome!



How to apply

Interested candidates should send a CV and covering letter (no more than two sides of A4 each), outlining their interest and suitability for the role to eleanor@nmcrec.co.uk. We would ask that you complete our Equality, Diversity & Inclusion Monitoring Form to help us assess this recruitment process. The Appointment Panel will not see the forms submitted.

The letter and CV should **each** be no longer than 2 sides of A4.

Applications should be addressed to NMC's Creative Director, Eleanor Wilson at eleanor@nmcrec.co.uk.

The deadline for applications is 10am on **Thursday 23 October 2025**.

First round interviews will be held in person in London on **Monday 27 October 2025**.

NMC is particularly keen to receive applications from candidates from under-represented groups and communities, including those from global majority backgrounds and/or with characteristics protected under the Equalities Act, including race, disability, sex, gender, sexual orientation, gender reassignment, and religion and belief.

We would ask that you complete our Equality and Diversity monitoring form to help us assess this recruitment process. The Appointment Panel will not see the forms submitted.

NMC's current office space is on the 2nd floor of an old building, which regrettably does not have step-free access, and is only accessible via 4 flights of stairs. Please get in touch with stephen@nmcrec.co.uk if you would like to discuss any access requirements.



The NMC Team

Executive Director (full-time): responsible to the Chair and Board of Trustees for the leadership and strategic direction of the charity.

General Manager (full-time): responsible for the management of releases/projects; artistic follow-up from Executive Director's leads; marketing; sales; royalties; licensing; and website maintenance.

Head of Fundraising (full-time): responsible for creating and delivering NMC's fundraising strategy, encompassing charitable trusts and foundations, statutory funding (ACE), individual giving and corporate sponsorship (incorporating fundraising events).

Creative Director (2 days per week): leads on creative projects and catalogue development, including selection of composers, artists and repertoire; line-manages the General Manager. This role is in handover phase following the appointment of the new Executive and ends in March 2025.

Finance Consultant: provides freelance services covering book-keeping; payroll; preparing quarterly management accounts and annual accounts.

Executive Producer (part-time): advises on A & R; catalogue development; high-level production issues; strategic partnerships.

