

SCROLL DOWN FOR ALL OPEN AND
CLOSED ROLES



JOB VACANCY

Finance & Digital Systems Consultant

OPEN

6-MONTH CONTRACT
£600 – £800 per month (depending on experience- negoitable)
(Hybrid / Remote with London access preferred)
Reports To: Managing Director

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£600 – £800 per month (depending on experience)
(Hybrid / Remote with London access preferred)
Reports To: Managing Director
Location: Symphony Studios at St Martin’s Oasis Village, Tulse Hill, London

About Symphony Collective

Symphony Collective, a proud member of the **Oasis Trust** family, uses **Arts, Academics, and Advocacy** as tools to help people find and thrive in their purpose.

We uplift marginalised voices — particularly those from Black and Brown communities — who are often under-represented.
At the heart of our operations is **Symphony Studios**, the UK headquarters of Symphony Collective, envisioned as an “airport for dreams.”
Launching in October 2025, Symphony Studios will offer a vibrant environment through:

- **Academics:** Free GCSE tuition, music education, mentoring, and a comprehensive study library.
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- **Advocacy:** Hosting impactful events such as the *Festival of Hope* and campaigns on faith, justice, gender, mental health, and inclusion.

Beyond the UK, Symphony’s global footprint extends through **Symphony USA** and our emerging South African hub in Cape Town — anchoring projects such as **Vision House NYC**, a creative and entrepreneurial residence and safehouse for LGBTQ+ individuals experiencing housing insecurity, alongside the **Tribe Leaders Dinner** in New York and the **Cape Town Leaders Retreat**, international extensions of our flagship *TRIBE: Festival of Hope* movement.

Role Overview

The **Finance & Digital Systems Consultant** will design and implement the financial, data, and giving systems that power Symphony’s growing ecosystem.

This short-term consultancy will focus on practical delivery:

streamlining day-to-day finance operations, setting up donation and payment platforms, claiming Gift Aid, building basic dashboards, and integrating CRM and fundraising tools to create a smooth and scalable foundation for growth.

You’ll work closely with the Managing Director and accountants to ensure Symphony’s financial and digital infrastructure supports both UK and international activity across the TRIBE and Studios programmes.

Key Responsibilities

A. Finance & Administration

- Work with external book keepers/ accountants to process and archive invoices, receipts, and expenditure records in an organised system.
- Manage monthly **Gift Aid claims** and ensure compliance with HMRC requirements.
- Liaise with external book keepers/ accountants on reconciliations, payments, payroll and financial updates.
- Support basic **cash-flow tracking** and budget oversight for Symphony UK and US projects.
- Maintain accurate financial records aligned with Charity Commission guidelines.

B. Digital, In-Person & Contactless Giving

- Set up and maintain giving systems across platforms:
 - **Online:** Stripe, Enthuse, Donify, PayPal Giving, GoFundMe, and direct-debit models.
 - **In-person:** SumUp, Stripe Terminals, and other contactless payment tools.
- Create simple, user-friendly donation pathways for events and campaigns.
- Coordinate with the Comms team on QR codes, landing pages, and donation touchpoints.
- Produce monthly summaries of giving activity and donor trends.

C. Data & CRM Integration

- Maintain and clean Symphony’s donor database ([Monday.com](#) / Beacon / Enthuse).
- Ensure data accuracy, GDPR compliance, and clear record-keeping across platforms.
- Generate basic reports and insights to inform fundraising and communications.
- Support automation of routine data processes (e.g., payment notifications, thank-you emails).

D. Fundraising & Campaign Support

- Work with the Fundraising and Comms teams to support online appeals and donor journeys.
- Integrate payment links and donation forms into social media and email campaigns.
- Track performance of key campaigns and generate clear data reports for review.
- Explore lightweight AI or automation tools to increase donor engagement and retention.

E. Systems & Innovation

- Recommend and implement digital tools that enhance financial transparency and efficiency.
- Build simple dashboards and automations to support team decision-making.
- Help Symphony transition from manual processes to a cohesive, tech-enabled workflow.

Qualifications & Experience

Essential

- Experience in charity finance, digital fundraising, or data systems
- Proficiency in tools such as Xero, QuickBooks, Stripe, Enthuse, or similar.
- Understanding of Gift Aid and basic accounting procedures.
- Comfort with CRM and data platforms (e.g., [Monday.com](#), Beacon, Salesforce).
- Highly organised, analytical, and tech-savvy.

Desirable

- Familiarity with AI or automation tools (Zapier, ChatGPT, HubSpot Workflows).
- Experience supporting international or multi-site projects.
- Background in creative, community, or faith-based organisations.

What We Offer

- **Purpose-Driven Work:** Strengthen the financial and digital backbone of a growing global movement.
- **Flexible Consultancy:** Work remotely with autonomy and ownership of deliverables.
- **Innovative Culture:** Experiment with new tools in fintech, fundraising, and automation.
- **Visible Impact:** See your systems directly support Symphony Studios, Vision House NYC, and the TRIBE Festival of Hope network.

How to Apply

Please submit your **CV** and a short **cover letter** (max 400 words) outlining your relevant experience to:

 hello@wearesymphony.co

Include “**Finance & Digital Systems Consultant Application**” in the subject line.

Applications close **Friday, 15 November 2025**.

JOB VACANCY

USA Director

OPEN

Consultant based equity based pay

(experience dependant)

12 MONTH CONTRACT

(3 month probation)

Reports To: Managing Director

Location: Symphony Studios at St. Martin’s Oasis Village, Tulse Hill, London

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> Role Overview

The **Symphony Co USA Director** is our pioneering lead in the United States, spearheading the establishment of Symphony’s academic, arts, and advocacy work for Black, Brown, and LGBTQ+ communities. This role combines **fundraising, admin/operations, and Tribe USA event planning**, building networks that bridge faith, justice, and creative entrepreneurship stateside.

> Key Responsibilities

- **Fundraising & Resource Mobilization**
 - Identify and cultivate donor relationships, corporate sponsorships, and grants in the U.S. context.
 - Launch and manage public-facing campaigns (e.g., GoFundMe) to support operational needs.
- **Administration & Operations**
 - Oversee local legal and compliance matters, in coordination with the UK Head of Operations.
 - Establish financial, HR, and governance systems for Symphony’s U.S. branch.
- **Tribe USA & Networking**
 - Lead the design and logistics for an upcoming Tribe pop-up (summer next year), focusing on inclusive, visionary gatherings.
 - Nurture partnerships with U.S.-based LGBTQ+ Black & Brown artists, faith groups, and community organizations.
- **Strategic Leadership**
 - Represent Symphony Co in public forums, panel discussions, and philanthropic events.
 - Provide monthly updates on progress, finances, and upcoming strategic goals to the global board.

Qualifications & Experience

- Demonstrated experience in **nonprofit leadership**, community organizing, or social enterprise.
- Strong background in **fundraising, stakeholder engagement**, and coalition-building among diverse communities.
- Knowledgeable about **LGBTQ+ activism**, Black & Brown empowerment, and faith-based intersections.
- Comfortable juggling **operational tasks** with creative event planning.

> What We Offer

- **Impactful Work:** A central role in establishing a transformative community hub that empowers marginalized communities.
- **Professional Growth:** Opportunities for skill development, networking, and collaboration with a diverse, mission-driven team.
- **Meaningful Contribution:** See direct results as you turn empty rooms into thriving classrooms, studios, and event spaces that foster creativity, learning, and advocacy.

> How to Apply

Submit your CV and a cover letter outlining **relevant U.S. nonprofit, fundraising, and networking** experience to **hello@wearesymphony.co**, indicating “Symphony Co USA Director Application” in the subject line. Include a brief statement about your approach to **equity-based compensation**.

By joining Symphony Studios, you’ll help build a supportive and dynamic environment where academics, arts, and advocacy flourish—an “airport for dreams” welcoming all who seek to take flight.

SYMPHONY

JOB VACANCY

Social Media Lead

CLOSED

2 days a week

£800 p/m

(experience dependant)

6 MONTHS ROLLING

(3 month probation)

Reports To: Managing Director and Events Manager

Location: (Office at Symphony Studios, Tulse Hill + remote/worksite visits).

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> Role Overview

We’re looking for a confident and creative **Social Media Lead** to shape and drive our presence across Instagram, LinkedIn, and TikTok. This part-time role will be split across two main focus areas. 60% dedicated to a major multidisciplinary three-day event launching in 2026, and 40% across Symphony’s broader creative and community programmes. You’ll work closely with the Events & Festival Manager and collaborate directly with Symphony’s Manager Director to ensure our content is engaging, strategic, and aligned with our mission.

> Key Responsibilities

A. Governance & Compliance

- Develop and deliver a platform-specific content strategy
- Design graphics and edit short-form video for Reels and TikTok
- Write clear, compelling copy that reflects our tone and values

- Manage content calendars and schedule posts
- Track insights, monitor engagement, and refine content accordingly
- Collaborate with internal teams to spotlight events, campaigns, and initiatives

What You'll Bring

- Graphic design skills (Canva, Adobe Suite, or similar)
- Confident video editing (CapCut, InShot, or similar tools)
- Strong copywriting instincts and storytelling ability
- Experience managing social media for creative or purpose-driven brands
- A self-directed, organised working style
- A genuine interest in culture, creativity, and community-building online

Bonus If You Have

- Experience with live events or community campaigns
- Familiarity with scheduling tools like Later, Notion, or Buffer

What You'll Get

- Creative autonomy with the backing of an ambitious, values-led team
- Flexibility and space to experiment
- A key role in building the digital voice of a new national project
- Exposure to a diverse and growing portfolio of meaningful work

> How to Apply

Please submit your CV and brief cover letter, along with any portfolio links to hello@wearesymphony.co, by **August 29th 2025** with "Social Media Lead Application" in the subject line.

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SYMPHONY

JOB VACANCY

Event Production Internship

CLOSED

2 days a week
Pay negotiable
6 WEEKS

Reports To: Events & Festival Manager

Location: Hybrid (Office at Symphony Studios, Tulse Hill + remote/worksite visits).

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> Role Overview

This internship offers a hands-on opportunity to support the Festival & Events Manager in planning and delivering TRIBE, a major multidisciplinary event launching in 2026.

You’ll assist with scheduling, vendor communications, logistics, and team coordination—essentially getting a front-row seat to how large-scale events come together. It’s a great fit for someone organised, proactive, and passionate about live events and creative production.

> Key Responsibilities

- Assist with event scheduling, communications, and admin tasks
- Support onsite and virtual coordination efforts
- Maintain communication between internal teams and external suppliers
- Contribute ideas and support problem-solving within the team

Who we’re looking for:

- Organised with strong attention to detail
- Proactive, eager to learn, and adaptable

- Comfortable managing multiple deadlines
- Interested in events, culture, and creative production
- Prior volunteer or internship experience helpful but not essential

What you'll gain:

- Real-world experience with a high-profile cultural event
- Mentorship from experienced event professionals
- Networking opportunities within the creative and events community

> How to Apply

Please submit your CV and cover letter explaining why you'd be a great fit for the internship to **hello@wearesymphony.co**, by **August 29th 2025**. Include "Event Production Internship Application" in the subject line.

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SYMPHONY

JOB VACANCY

Talent Management Internship (Two vacancies)

CLOSED

2 days a week
Pay negotiable
6 WEEKS

Reports To: Event & Festival Manager

Location: Hybrid (Office at Symphony Studios, Tulse Hill + remote/worksite visits).

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> Role Overview

This internship offers a hands-on role in supporting talent coordination for a landmark multidisciplinary event launching in 2026. You'll assist in researching and shortlisting talent that fits the event's vision, helping manage the talent schedule, and supporting the team to ensure a smooth booking process. It's a great opportunity for someone organised, communicative, and passionate about entertainment and creative projects.

> Key Responsibilities

- Research and shortlist potential talent aligned with the event's vision
- Assist with maintaining talent schedules and booking logistics
- Help keep accurate records and calendars related to talent
- Collaborate closely with the events team to integrate talent into the programme

Who we're looking for:

- Strong organisational and communication skills
- Self-motivated with a proactive, can-do attitude

- Passionate about entertainment, events, and creative projects
- Prior experience helpful but not required

What you'll gain:

- Direct experience supporting talent coordination for a high-profile event
- Skills in research, organisation, and event programming
- Insight into how creative events are brought to life

> How to Apply

Please submit your CV and cover letter explaining why you'd be a great fit for this internship to hello@wearesymphony.co, by **August 29th 2025**, with "Talent Management Internship Application" as the subject.

By joining Symphony Studios, you'll help build a supportive and dynamic environment where academics, arts, and advocacy flourish—an "airport for dreams" welcoming all who seek to take flight.

SYMPHONY

JOB VACANCY

Studio Manager

CLOSED

JOB VACANCY

Symphony Studios Manager

Consultancy Contract // £1350 PM

6 MONTH CONTRACT

Reports To: Managing Director

Location: Symphony Studios at St. Martin's Oasis Village, Tulse Hill, London, SWP 3UP

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At the heart of our operations is **Symphony Studios**, the UK headquarters of Symphony Collective, envisioned as an “*airport for dreams*.” The Studios serve as a vibrant hub for:

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Role Overview

The Symphony Studios Manager will oversee the day-to-day operations, programming, and upkeep of our flagship creative and community space. This is a pivotal role for a proactive, organised, and visionary individual who can manage the next stage of our refurbishment project, ensure smooth delivery of a diverse range of programmes, and maintain the Studios as a thriving, inclusive hub for all who walk through its doors.

You will be the lead on **Phase 2 of our refurbishment** — transforming the Studios into a fully functional, multi-purpose facility for content creation, live streaming, rehearsals, tutoring, and office work. Alongside this, you will manage the calendar of activities, from GCSE classes and STEM workshops to live DJ sets, long table dinners and Cookouts, worship nights, and other community events.

Key Responsibilities

1. Studio Refurbishment & Facilities Management

- Lead Phase 2 of the refurbishment, overseeing contractors, suppliers, and budgets to ensure timely and high-quality delivery.
- Ensure all spaces are fully equipped for their intended use, including media production, live streaming, rehearsals, and academic tutoring.
- Oversee ongoing maintenance, repairs, and health & safety compliance.

2. Programming & Event Coordination

- Manage the scheduling and delivery of all in-house programmes, including Symphony Schools GCSE tuition, STEM Programme, and music school programme.
- Oversee one-off and recurring events such as pop-up workshops, DJ nights, BBQs, worship gatherings, and community celebrations.
- Liaise with programme leads, tutors, and event organisers to ensure smooth logistics and a high-quality experience for participants.

3. Operations & Administration

- Maintain booking systems, equipment inventories, and venue usage records.
- Work with the Managing Director to develop operational policies and procedures.
- Support marketing and communications efforts by providing content, schedules, and updates on upcoming activities.

4. Community & Stakeholder Engagement

- Serve as a welcoming point of contact for visitors, volunteers, and collaborators.
- Build and maintain relationships with local partners, suppliers, and community groups.
- Foster a positive, inclusive environment in line with Symphony’s values and the Oasis ethos.

What You’ll Bring

- Strong project management skills, particularly in venue or facilities development.
- Experience in operations, events, or creative space management.
- Organised, proactive, and able to balance multiple projects at once.
- A practical approach to problem-solving and maintenance.
- Passion for community engagement, creativity, and youth empowerment.

Bonus if you have:

- Experience in technical production, music/arts programming, or educational project delivery.
- Knowledge of health & safety compliance in multi-use venues.

What We Offer

- A central role in shaping a flagship creative and community space.
- Professional growth through diverse projects and collaborations.
- The opportunity to see your work directly impact lives through arts, education, and advocacy.
- A supportive, mission-driven team that values creativity, inclusion, and innovation.

How to Apply

Send your CV and a cover letter outlining your experience in venue management, project delivery, and community engagement to hello@wearesymphony.co, with “**Symphony Studios Manager Application**” in the subject line.

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