



**European Union
Youth Orchestra**

THE EUROPEAN UNION YOUTH ORCHESTRA

TOUR ASSISTANT

Do you love great music, smooth logistics, and fast-paced life on the road? The European Union Youth Orchestra is seeking a freelance Tour Assistant to join their 2026 Summer Tour. The role involves approximately 26 days of pre-tour, remote desk work, followed by the on-tour period.

KEY RESPONSIBILITIES

Tour Preparation

- Provide practical support to the Tours Manager, Orchestra Manager, and Head of Production across all aspects of pre-tour planning
- Collate player data and manage the tracking and collection of musicians' agreements
- Learn to use the EUYO's Airtable database in order to support various data processes
- Check the validity of players' passports and travel insurance
- Support, if required, the Tours Manager in coordinating and booking travel arrangements for musicians
- Assist the Tours Manager with preparing and distributing per diem forms and breakdowns
- Assist the Tours Manager with pre-tour accommodation arrangements
- Support the Orchestra Manager with logistical requirements for the tutors.

On-Tour Responsibilities

- Travel with the EUYO for the full duration of the tour (approximately 4-6 weeks between mid-July and late August 2026)
 - Assist with day-to-day tour operations, including rehearsals, hotel and flight check-ins, meal coordination, and general logistical support
 - Be the main point of contact for VIP artists, check the daily rehearsal schedule and communicate with the team any changes in the rehearsal order
 - Coordinate the logistical requirements for the tutors during the residency in Grafenegg
 - Act as a point of contact for musicians, helping to resolve issues promptly and professionally.
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- Report to the Head of Production, Tours Manager and Orchestra Manager throughout the project period

- Liaise with the Head of Production, Tours Manager, and Executive & Finance Managers on all matters relating to the Summer Tour 2026
- Work remotely during the preparation period. All reasonable travel, accommodation, and per diems for agreed work-related travel will be covered by the EUYO Association.

Candidate profile

- Excellent organisational and communication skills
- Strong attention to detail and ability to manage multiple tasks simultaneously
- Confident in working independently and as part of a team
- Comfortable interacting with musicians, staff, and VIPs in a professional manner
- Ability to adapt quickly, remain calm under pressure, and problem-solve effectively
- Willingness and availability to travel for several weeks
- Experience in arts administration, event/tour management, or related areas is an advantage, but not essential
- Good proficiency in English, with German considered an asset.

Remuneration

150€ per day plus expenses. A mobile phone and SIM card can be provided; the successful candidate will need to supply their own laptop.

As part of the EUYO's **safeguarding** policies for youth protection and against abuses of power, before starting work the successful candidate will be required to submit an enhanced Certificate of Good Conduct from their country of permanent residence or (UK residents) extended DBS check no older than three months. The EUYO will assume the costs of these certificates.

Closing date for applications: **23 January 2026 with online interviews in the first week of February.**

Please send your CV, covering letter, and references to:

Agnese Lecchi

Tours Manager & Auditions Coordinator
agnese@euyo.eu