

London Philharmonic Orchestra

Orchestra and Auditions Manager

Recruitment Pack

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London
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Orchestra

About the London Philharmonic Orchestra

The London Philharmonic Orchestra's mission is 'to share wonder with the modern world through the power of orchestral music', which we do through live performance, online, and an extensive education and community programme. The Orchestra balances a long and distinguished history with its reputation as one of the UK's most forward-looking ensembles and is internationally recognised as a leading world orchestra providing excellence, versatility, invention and inclusivity in all that we do.

The Orchestra is resident at the Southbank Centre's Royal Festival Hall, which it combines with its role as Resident Symphony Orchestra at Glyndebourne Festival Opera each summer. Outside London, the Orchestra has flourishing residencies in Brighton, Eastbourne and at Saffron Hall in Essex, and performs regularly around the UK. The Orchestra also tours internationally, delivering trailblazing performances to sell-out audiences worldwide at the world's leading concert halls.

The London Philharmonic Orchestra was founded by Sir Thomas Beecham in 1932, and has since been headed by many great conductors including Sir Adrian Boult, Bernard Haitink, Sir Georg Solti, Klaus Tennstedt and Kurt Masur. In September 2021 Edward Gardner became the Orchestra's Principal Conductor, succeeding Vladimir Jurowski, who became Conductor Emeritus. Karina Canellakis is the Orchestra's Principal Guest Conductor, and Tania León Composer-in-Residence.

We recently marked the 35th anniversary of our Education and Community department, whose work over three decades has introduced so many people of all ages to orchestral music and created opportunities for people of all backgrounds to fulfil their creative potential. Our dynamic and wide-ranging programme provides first musical experiences for children and families; the leading talent development schemes for emerging instrumentalists, composers and conductors; and runs significant programmes with both adults and young people living with disability. We place a strong value on Equity, Diversity and Belonging in all that we do, with significant development and programming initiatives in this area.

Our work at the forefront of digital technology enables us to reach millions of people worldwide: in 2023 the LPO was the most successful orchestra worldwide on Youtube, TikTok and Instagram, with over 1.1m followers across all platforms. We run our own record label with over 120 releases. All of our recordings are available to download and stream, and the Orchestra won Opera Recording of the Year at the recent Gramophone Awards for its recording of Tippett's *The Midsummer Marriage*. During the pandemic period the LPO further developed our relationships with a broad range of UK and international audiences through its 'LPOonline' digital content which led to the LPO being named runner-up in the Digital Classical Music Awards 2020.



Working at the London Philharmonic Orchestra

The London Philharmonic Orchestra prides itself on being a supportive, inclusive and enjoyable place to work. We offer a range of company benefits aimed at promoting wellbeing, goodwill and an engaged workforce.

- 25 days of annual leave per annum, rising by one day for each full year of service (September–August) to a maximum of 28 days
- After three months in the position, access to a 6% contributory pension scheme
- Two complimentary tickets for all of the LPO's Royal Festival Hall own-promoted concerts
- A total of four seats each summer for Final Dress Rehearsals at Glyndebourne Festival Opera
- Discounts at food/drink and retail outlets across the Southbank Centre site
- Discounted access to various galleries and museums across London through the Southbank Centre's reciprocal scheme
- Season ticket scheme providing loans for annual travel passes
- Support in promoting and maintaining positive mental health, including access to Mental Health First Aiders, confidential support helpline and peer support
- Cycle to Work scheme
- Free eye tests and contribution towards spectacles where required



The Concerts Team

The Orchestra and Auditions Manager is a member of the Concerts Department, whose other members are the Concerts & Planning Director, Concerts & Recordings Manager, Concerts & Recordings Coordinator, Concerts & Artists Coordinator (part-time), Tours Manager, and Concerts & Tours Assistant, as well as the LPO team on the road which comprises the Orchestra Personnel Manager, Librarians, Stage & Operations Manager, Deputy Operations Manager, and Assistant Stage Manager.

The department is responsible for all matters of planning, scheduling and day-to-day operations of the orchestra.

About the role

Job title	Orchestra and Auditions Manager
Reports to	Orchestra Personnel Manager
Salary	£28,000 - £32,000 commensurate with experience
Location	Primarily on location with the orchestra, regularly Henry Wood Hall, SE1, Royal Festival Hall, SE1, Royal Festival Hall, SE1, Glyndebourne and UK and international touring as required
Hours	Primarily as per the Orchestral schedule to include evening and weekend work. Duties to be shared and agreed in advance with the Orchestra Personnel Manager.

Overall responsibilities

The Orchestra and Auditions Manager works closely with the Orchestra Personnel Manager to manage the smooth day to day running of the orchestra's schedule. This role presents a rare opportunity to work for one of the world's leading orchestras, alongside celebrated conductors and soloists. Therefore, an individual who has an understanding of and enthusiasm for orchestral music and a desire to work as a part of a team is essential.

Due to the fast paced and busy nature of an orchestral schedule, the post holder will need to be a clear communicator who is detail orientated and who can multi-task across a variety of different tasks and stakeholders. This role would suit someone who enjoys relationship building and who cares deeply about sharing classical music with the modern world.



Main tasks

Orchestra Management

- To manage the smooth running of all rehearsals and concerts ensuring that orchestra calls start on time and that breaks are kept to the required minimum. The Orchestra and Auditions Manager is expected to arrive well before each call time and stay until the end.
- At rehearsals and concerts, liaise with conductor, soloist(s), promoters, record producers, venue staff etc., to ensure that all arrangements are satisfactory and needs are met; such tasks include showing the conductor and soloist(s) to the platform and to their dressing rooms, ensuring refreshments are available, discussing personnel lists (provided in advance by the Orchestra Personnel Manager), communicating with artists regarding any potential changes to agreed arrangements (in discussion with Concerts Department colleagues).
- To manage the 'day to day' fixing of the extras in the string sections, this would involve the following:
 - Liaising with the Orchestra Personnel Manager regarding release requests.
 - Booking extra players in each string section from the extra lists as required (this would also include the booking for Glyndebourne and string trialists from the audition process). This may expand to include the booking of guest-principal players in the string section when necessary.
 - Posting a completed string personnel list on the 'shared drive' where possible three weeks in advance of the start of each project (some lists for tours will be required much earlier than this).
 - Maintaining a 'fixing log' on the shared drive' showing which extras have been asked for each project (this is something the Orchestra Personnel Manager will also provide for the wind, brass, percussion, harp and keyboard)
- To be on hand to help solve problems involving conditions for orchestral members, should they occur.
- To liaise with the Orchestra Personnel Manager on a daily basis about any issues regarding orchestra personnel.
- To distribute schedules and amendments, to ensure that all orchestral personnel, the Stage and Transport team and Librarians are aware of any changes to the schedule. To make announcements to the orchestra as required.
- To understand Musician's Union rules and rates governing all types of work. To inform the President and/or Union Representative of any problems and to consult with the Concerts Department if there are any proposed changes to the previously agreed arrangements.
- To make sure that all the players are aware of the orchestra's dress codes. To dress smartly at all times (dinner jacket or black dress to be worn for concerts) and maintain the dignity and high esteem of the LPO at all times.
- To be mindful of the well-being of the orchestra personnel; working on the delivery of the LPO's Noise and Health and Safety policies, in liaison with Concerts department colleagues.
- Participate in the LPO's Diversity & Inclusion Steering Committee meetings, as required.
- In collaboration with the Marketing Department, play a part in social media content capture and dissemination relating to orchestral rehearsals, recording sessions, backstage etc (please note training can be given).



Auditions

- Advertise new vacancies via the Musical Chairs online platform
- Provide information for other advertising platforms
- Book audition spaces
- Book pianists
- Correspond with applicants
- Liaise with the LPO Library and copy and distribute musical excerpts
- Liaise with Player Directors, section principals and Orchestra Personnel Manager
- Create and distribute audition timetables
- Respond to speculative enquiries
- Maintain accurate/up to date files of applicants
- Liaison with the Community and Education Department on the Foyle Future Firsts auditions and 'sit-ins' process.
- Managing the budget for the audition process

Other Duties

- To assist and where required deputise for the Librarian (as agreed with the Orchestra Personnel Manager), and liaise between conductors, players, and the Librarian at rehearsals, concerts, recording sessions and on tour as necessary.
- To assist the Stage and Transport team as required. This may include helping to set the stage for rehearsals and concerts and packing down equipment at the end.



Person specification

Essential

- Excellent interpersonal skills with an ability to communicate well with a wide range of people e.g. orchestral musicians, conductors, soloists, venue managers
- Evidence of successful people management skills
- Prior professional experience of orchestral management
- Excellent understanding of the workings of a large symphonic ensemble
- An understanding of Musician's Union rules and rates governing all types of work
- Knowledge of western classical music
- Excellent attention to detail
- Computer literate and familiar with Microsoft Office
- Enjoys and is equally able to work as part of a team and on your own initiative
- Excellent communication skills, both written and verbal
- Excellent time-keeping
- Excellent personal presentation

Desirable

- Qualified to degree level or equivalent
- Clean driving license and access to a car
- Working knowledge of OPAS planning system



How to apply

The closing date for applications is 10am on Monday 1st July 2024. First round interviews will take place via zoom on w/c 1st July with second round interviews taking place in person at our office on the morning of Thursday 10th July.

Please visit lpo.org.uk/jobs, where you will be asked to complete a short form before uploading your CV and covering letter. If you are unable to apply online, please contact Roanna Gibson, Concerts Director, at Roanna.gibson@lpo.org.uk or 020 7840 4217 for further information.

CVs should include:

- Details of relevant achievements and experience as well as educational and professional qualifications
- Details of your notice period and names of two referees, together with a brief statement of the capacity in which they have known you, along with an indication of when in the application process they may be contacted (please note that we will not contact your referees without your express permission)
- An indication of your current salary (if applicable)
- Contact details including day and evening telephone/mobile numbers

Your covering letter should summarise your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification on page 7.

The London Philharmonic Orchestra is committed to equal opportunities and diversity. We actively welcome applications from all sections of the community, recognising that we are stronger as a diverse team bringing a range of lived experiences to our goals of sharing the wonder of orchestral music.

Successful applicants will be contacted and invited for interview at a mutually agreeable time.