

London Philharmonic Orchestra

Education & Community Co-ordinator Recruitment Pack

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London Philharmonic Orchestra

About the London Philharmonic Orchestra

One of the finest orchestras on the international stage, the London Philharmonic Orchestra balances a long and distinguished history with its reputation as one of the UK's most forward-looking ensembles. The Orchestra is resident at the Southbank Centre's Royal Festival Hall in London, which it combines with its role as resident symphony orchestra each summer at Glyndebourne Festival Opera. 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, performing to sell-out audiences worldwide at the world's leading concert halls. In 1956 it became the first British orchestra to appear in Soviet Russia, and in 1973 made the first ever visit to China by a Western orchestra. Tours in the 2024/25 season include Japan, the USA, China, Austria, Germany and Spain – including such halls as Suntory Hall, Carnegie Hall, the Musikverein and the Elbphilharmonie. Touring remains a large part of the Orchestra's life.

The Orchestra was founded by Sir Thomas Beecham in 1932. It has since been headed by many of the world's greatest conductors including Sir Adrian Boult, Bernard Haitink, Sir Georg Solti, Klaus Tennstedt, Kurt Masur and Vladimir Jurowski. Edward Gardner is the Orchestra's current Principal Conductor, enjoying a flourishing tenure since 2021.

The London Philharmonic Orchestra is committed to inspiring the next generation of musicians and music-lovers. Over the past 35 years, our Education and Community department 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; offers creative projects and professional development opportunities for schools and teachers; inspires talented teenage instrumentalists to progress their skills; uses music as a tool for wellbeing and social engagement in the community; and develops the next generation of professional musicians and orchestral management.

The Orchestra's work at the forefront of digital technology has enabled it to reach millions of people worldwide: all its recordings are available to download and stream and, as well as a YouTube channel and podcast series, the Orchestra is one of the most followed globally on social media.



About the Education & Community programme

The London Philharmonic Orchestra's Education & Community programme is central to the organisation's activity, reflecting the Orchestra's artistic integrity, identity and quality. The department aims to act as a two-way bridge between the LPO and its community by:

- Employing the musicians, repertoire and professional values of the Orchestra to inspire participants, spark enjoyment and raise aspirations at all levels of musical learning and engagement
- Bringing the creativity, talent, perspective and enthusiasm of project participants and audiences into the Orchestra to revitalise and develop its own practice and social awareness.

The programme is a key element of the Orchestra's everyday life, taking place in London and around the areas of the LPO's regional residencies, reaching over 25,000 people a year. Projects include concert series for schools and families, work with young people with SEN/D, creative projects with disabled adults and those who have experienced homelessness, school-based projects and learning resources, and talent development programmes for aspiring instrumentalists, composers and conductors.

Partnerships are a core part of our work, and we work closely with Music Education Hub and conservatoire partners, as well as with charity and arts organisations on specific projects. Applicants are advised to read more about the LPO's Education & Community programme on our website.

About the role

Job title	Education & Community Co-ordinator
Reports to	Education & Community Director
Salary	£26,000–£28,000 depending on experience
Location	London Philharmonic Orchestra, 89 Albert Embankment, London, SE1 7TP, and on projects. Some remote working is possible, around required attendance at projects and events.
Hours	9.30am–5.30pm Monday–Friday, plus projects as necessary (some evenings/weekends)

Overall responsibilities

The Education & Community Co-ordinator supports the work of the Education & Community Department in all areas, providing efficient administrative support, as well as practical, hands-on support at projects and events. The role presents a great opportunity for a dedicated, organised person with a passion for musical inclusion to develop their skills and contribute towards sharing the power of music with people from all walks of life. The post-holder would join the LPO's friendly and supportive Education team of four, and would also develop strong relationships with LPO musicians, workshop leaders and project participants. The role would suit someone with excellent people skills and empathy as well as common sense, systematic thinking and a strong eye for detail.



Main tasks

- Under the guidance of the Education & Community Project Managers, co-ordinate project logistics including player fixing and payments within agreed timescales, and produce associated paperwork
- Actively staff and oversee workshops and other project sessions on the ground, dealing with logistics, supporting relationships, and assessing quality of project content. This will involve independently supervising groups of young people or vulnerable adult participants for certain projects
- Be the first point of contact for participants/parents/carers on certain projects (e.g. Overture, Open Sound Ensemble) under guidance of Project Managers
- On the ground support on department-based performance days, which could include co-ordinating free front-of-house activities, cueing slideshows, stewarding artists/young performers backstage
- Support recruitment and auditions processes for the LPO's Rising Talent programmes (Foyle Future Firsts, LPO Young Composers, LPO Junior Artists and Overture days)
- Co-ordinate communications with schools, and booking processes for our popular BrightSparks schools' concerts
- Support the production of written and AV learning resources and concert Keynote presentations
- Take the lead on smaller, one-off projects or engagements that connect with the Education & Community programme, e.g. Q&As with LPO musicians
- Maintain an accurate record of expenditure within programme budgets
- Contribute to risk assessments and work within the LPO's safeguarding and health & safety policies, administrate DBS checks
- Support Child Performance Licence and BOPA applications when required
- Maintain excellent and supportive working relationships with amateurs, LPO musicians, and external partners
- Support the creation of recruitment and publicity material for the LPO's Education & Community projects, and co-ordinate mailings
- Update Education & Community content on the LPO website and work with Marketing colleagues to use social media to promote Education events and document projects
- Support monitoring and evaluation procedures, including personally assessing projects in a workshop context, writing summaries of sessions attended and collecting and collating statistical data, contributing to evaluation reports
- Contribute to the overall development of the Education & Community programme for the Orchestra



Person specification

Essential

- Demonstrable experience of working on music projects in an education/community setting
- An interest in orchestral music, and the ability to follow a musical score
- Evidence of successful project administrative skills
- Ability to independently manage a busy workload (in and out of the office) and keep to deadlines, maintaining meticulous attention to detail
- Ability to work both as part of a team and independently
- Ability to communicate well with a wide range of people – musicians and other artists, educators, consultants, project participants – and with colleagues, both in writing and verbally
- Experience of working in a workshop environment
- A desire to improve working systems and project content
- A strong commitment to music education and music in the community, and desire to support the development of orchestral musicians in this context
- Awareness of current issues relating to equity, diversity and inclusion within orchestral music and the arts in general and a commitment to embedding inclusivity in all areas of work
- Knowledge and practical experience of issues relating to the safeguarding of young people and adults at risk
- Computer literate, familiar with Microsoft Office, and open to learning new programmes

Desirable

- Experience of working with disabled participants, or participants with Special Educational Needs
- Experience of working with children and young people
- Experience of working on talent development schemes in the music sector
- Experience of recording expenditure in a project budget
- Knowledge of current practice within the formal music education sector and national initiatives
- Practical understanding of the workings of a large symphonic ensemble
- Proficiency in Adobe InDesign

Further notes

- The successful applicant will be required to receive a clear enhanced DBS check
- Please note that manual handling is involved in the role



Working at the London Philharmonic Orchestra

Prior to starting at the LPO you will be equipped with all the relevant information to ensure a seamless start with the company. During your induction you will meet one-to-one with each member of the senior management team, be assigned a 'buddy', be introduced to all members of staff, and have tours of our office, rehearsal venue and the Southbank Centre, where we are resident orchestra. We have a small office team of 33, alongside our 'On the Road' team of six. We are a unified and friendly organisation who encourage you to learn first-hand from the experience of others, build valuable relationships and showcase your innovative thinking and abilities, all while being supported within a collaborative, inclusive and enjoyable working environment.

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



How to apply

The closing date for applications is 9am on Monday 17 February 2025.

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 Talia Lash, Education & Community Director, talia.lash@lpo.org.uk or 020 7840 4202 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)
- Contact details including email and phone number

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 5.

Please let us know if you require an alternative way of applying.

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. Interviews will take place on Wednesday 26 February 2025.