

# London Philharmonic Orchestra

## Tours & Projects Assistant Recruitment Pack

### Contents

About us	2
What to expect when working with us	3
About the role	4
Main tasks	5
Person specification	6
How to apply	7



# London Philharmonic Orchestra

## About us

Uniquely ground-breaking and exhilarating to watch and hear, the London Philharmonic Orchestra has been celebrated as one of the world's great orchestras since 1932. Our company mission is to share wonder with the modern world through the power of orchestral music, which we achieve through our exceptional programmes, pioneering education and community projects, acclaimed recordings and trailblazing international tours. 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.

We are committed to sharing the wonder of world-class music with the broadest possible audience. Over the last three decades, our Education and Community department has introduced many people to orchestral music and created opportunities for people of all backgrounds to fulfil their creative potential, reaching over 23,000 people last year (2023/24) alone. Our programmes provide first musical experiences for children and families; the leading talent development schemes for emerging instrumentalists, composers and conductors; and 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. All of our programmes allow participants to bring their creativity, enthusiasm and unique perspectives into the LPO to revitalise, enrich and enhance our practice and relevance to the world in which we live.

The LPO prides itself at being on the forefront of technology, continually finding new and innovative ways to share our music with millions of people worldwide. The LPO has 1.6m followers across all social media channels alongside c.150 million streams across Spotify and Apple, and we continue our reign as the most-followed professional orchestra on TikTok throughout 2024. We can be heard on award-winning film soundtracks such as *The Lord of the Rings* and on computer games, and we recorded 'Backstage with the London Philharmonic Orchestra', a four-part docuseries with Sky Arts, which aired in 2024. We also reach audiences through our partnership with Marquee TV, which allows us to broadcast live concerts and enables better accessibility for viewers to share and relive the wonder of our music from anywhere and everywhere.

At the heart of the LPO we champion a strong commitment to corporate citizenship, reflecting on, engaging with, and acting upon the challenges of today's society. To our employees we promise an inclusive, respectful environment where you will find a warm welcome and a strong sense of belonging, whatever your background.

It is our aim that staff can see themselves in the Orchestra's work and that their voices are heard through regular company initiatives that offer opportunity to feed back and contribute. Such values are also recognised through our music, with recent seasons' programmes exploring key moments in history and topics such as migration and the power of creativity. We are committed to ensuring that our operations are as sustainable as possible and that the Orchestra delivers significant impact across all areas of its activity.





## What to expect when working with us

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 Leadership 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 consisting of 6 individuals. 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 creative 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 (pro rata)
- 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



## About the role

<b>Job title</b>	Tours & Projects Assistant
<b>Reports to</b>	Concerts & Planning Director
<b>Works with</b>	All members of the Concerts Team
<b>Salary</b>	£25,250 per annum
<b>Location</b>	London Philharmonic Orchestra, 89 Albert Embankment, London, SE1 7TP. There is flexibility around an element of remote working.
<b>Hours</b>	LPO office hours are 9.30am–5.30pm Monday–Friday with the option of hybrid working and staggered start and finish times. Attendance at concerts and events as necessary (some evenings and weekends).

The post will have a six-month probationary period.

## Overall responsibilities

The Tours & Projects Assistant supports the work of the Concerts Department in all areas of the LPO's performing activities, with a particular focus on administration related to UK engagements and international touring.

The post-holder will also be expected to develop strong relationships with the Orchestra's musicians as well as staff at the Southbank Centre. The role represents an ideal opportunity for a bright and confident team player to take a first step into orchestral management.





## Main tasks

- Prepare and circulate the Orchestra's monthly schedule and amendments
- Responsible for the maintenance and updating of the Concerts Department databases and archives (using OPAS and other systems)
- Attend rehearsals and carry out duties on concert nights for the London season and UK residencies, as required
- Be the first point of contact for the musicians of the Orchestra, supporting them with schedule and various administrative enquiries
- Answer phone lines and respond to email enquiries to the Concerts Department; liaise with other departments on general enquiries and website updates
- Other administrative duties to support the work of the Concerts Department, as required.

### **Specific duties as regards Tours include:**

- Support the Tours Manager in the preparation of all international tours
- Co-ordinate the required A1s and visas documentation for the Orchestra, conductor and soloists, where necessary visiting the relevant embassies in order to process the visas
- Prepare cargo-related documentation for tours, including carnets, in liaison with colleagues in the Stage and Transport team
- Maintain the touring areas of the OPAS database
- In collaboration with the Tours Manager, update tour schedules for artists
- Produce data for the tours, including hotel, flights, personnel and passport lists
- Process all deviation and comp ticket requests from LPO members, extra players and LPO staff
- Support Finance colleagues with the processing of tour per diems and some post-tour fee sheets
- Process all insurance claims following medical or personal incidents on the tours
- Produce the tech requirement riders for each tour concert
- Support the Tours Manager from the office when the Orchestra is on tour, providing administrative assistance.

### **Specific duties as regards Projects include:**

- Assist the Glyndebourne & Projects Manager on the planning and management of chamber events and other special projects as required
- Assist the Glyndebourne & Projects Manager on the delivery of performance elements of LPO fundraising activities
- In collaboration with the Glyndebourne & Projects Manager, update UK engagement schedules for artists
- In collaboration with the Glyndebourne & Projects Manager, arrange travel and accommodation for the Orchestra where required for UK engagements.



## Person specification

### Essential

- A passion for classical music
- Good communication skills
- Accuracy and attention to detail
- Well-developed organisational skills
- Competency in all of the major MS Office software packages
- Ability to multi-task on a variety of complex projects
- A motivated team player
- Experience of working in a busy office environment

### Desirable

- Experience in a similar role for an ensemble, agency or venue
- Knowledge and experience of working with database systems
- Understanding of the day to day working practices of an orchestra
- Working knowledge of the orchestral repertoire



## How to apply

**The closing date for applications is 10am on Monday 16 June 2025.**

**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.**

Please visit [lpo.org.uk/jobs](https://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 & Planning Director, at [roanna.gibson@lpo.org.uk](mailto: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 6.

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