

London Philharmonic Orchestra

Tours Manager Recruitment Pack

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lpo.org.uk





About us

Uniquely groundbreaking 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. 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 and was nominated for a BAFTA. 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 feedback 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

Job title	Tours Manager
Reports to	Concerts & Planning Director
Co-line manages	Tours & Projects Assistant
Location	London Philharmonic Orchestra, 89 Albert Embankment, London, SE1 7TP and touring. There is flexibility around an element of remote working.
Hours	This is a full-time post.
Salary	£35,000 per annum

The post will have a six-month probationary period.

Overall responsibilities

The Tours Manager is responsible for the planning and implementation of all touring logistics, and travels with the Orchestra on international tours.



Main tasks

- Working with the Concerts & Planning Director, promoters and agents in the planning and co-ordination of touring programmes and artists
- Working with the Concerts & Planning Director on the preparation of tour budgets, managing set budgets and final reconciliations/invoicing
- Responsible for confirmation of all touring logistics and administrative matters such as hotels, flights, cargo, local transport, required documentation and technical needs, negotiating requirements with local agents or promoters directly
- Responsible for issuing contracts to artists and soloists and assisting the Concerts & Planning Director in finalising promoter/agent and broadcast contracts
- Responsible for the creating detailed tour schedule for the Orchestra, conductors and soloists
- Reconciling tour float post-tour
- A member of the Orchestra's Sustainability steering group, ensuring the Orchestra develops and utilises possibilities for sustainable touring
- Responsible for liaison with the ABO and Musicians' Union over orchestral touring conditions
- Supervising the work of the Tours & Projects Assistant
- Travelling with the Orchestra on tour, working with the Personnel, Stage and Transport Managers and local tour representatives, etc., liaising with conductors and soloists, taking responsibility for resolving any problems which may arise and representing the Orchestra, where necessary, at official functions
- Dealing with general touring enquiries from LPO musicians and colleagues, including special travel and hotel requests, co-ordination of ticket requests, etc.
- Responsible for maintaining OPAS database, website and schedule information for the Orchestra's future touring activity
- Special projects and other duties in support of the work of the Concerts Department, as required.



Person specification

Essential

- Proven skills in event and/or tours management
- Experience in a similar role for an ensemble, agency or venue
- Excellent organisational skills, accuracy and attention to detail
- Ability to problem-solve and think on one's feet
- Proficiency with spreadsheets and budgeting experience
- Excellent interpersonal skills
- Ability to multi-task on a variety of complex projects
- Interest in classical music and travel

Desirable

- Proven experience of managing a variety of client relationships
- Knowledge of international visa, tax and logistical issues
- Knowledge of OPAS
- 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 Friday 25 July 2025.

Successful applicants will be contacted and invited for interview. Interviews are planned to take place during the week commencing 28 July 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, 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 Ineza Grabowska, PA to the Executive and Office Manager, on 020 7840 4218 or ineza.grabowska@lpo.org.uk 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
- 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.