

# London Philharmonic Orchestra

## Concerts & Recordings Co-ordinator

### Recruitment Pack

#### Contents

About the London Philharmonic Orchestra	2
Working at the London Philharmonic Orchestra	3
About the role	4
Main tasks	5
Person specification	6
How to apply	7

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# London Philharmonic Orchestra

## About the London Philharmonic Orchestra

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. 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.





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

## About the role

<b>Job title</b>	Concerts & Recordings Co-ordinator
<b>Reports to</b>	Concerts & Planning Director
<b>Works with</b>	Concerts & Recordings Team
<b>Salary</b>	£27,000 per annum
<b>Location</b>	London Philharmonic Orchestra, 89 Albert Embankment, London, SE1 7TP
<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 Concerts & Recordings Co-ordinator supports the work of the Concerts Department, focusing on the administration of the Royal Festival Hall's own promotion season and the Orchestra's recording activities, both for external clients and for the LPO Label. The role presents a great opportunity for a detail-orientated and organised individual with a working knowledge of and passion for orchestral repertoire and recorded music.

This fast-paced role requires a creative and strategic thinker who is willing to get stuck in and support the management of concerts and recording/film sessions, build strong relationships with internal and external stakeholders, and who is able to contribute artistically where necessary.

The post-holder will work particularly closely with the Concerts & Recordings Manager within a vibrant and supportive Concerts team where there is a strong culture of intra-departmental working. This role would suit someone who is methodical in thinking, can multitask and work across a variety of complex projects, and who cares deeply about sharing classical music with the modern world.





## Main tasks

### Concerts

- Assisting the Concerts & Recordings Manager in the scheduling and co-ordination of the Royal Festival Hall season
- Liaison with artists over BBC Radio 3, Marquee TV and LPO Label recording requests/plans. Assisting with visa applications and hotel bookings for guest artists
- Organising planning, detailed schedules and ticket requests for guest artists and artist rider requirements
- Liaising with Southbank Centre staff on technical matters and other issues related to the Orchestra's residency, including shared attendance at Operations meetings
- Inputting information into the orchestral database (OPAS) and ensuring the upkeep of accurate records
- Issuing the final concert sheet (internal information document) the week of each concert, as well as security/sign-in and backstage access lists
- Regularly attending/staffing concerts as agreed as part of the Concerts Department rota
- Other duties in support of the work of the Concerts Department as required.

### Recordings

Supporting the Concerts & Recordings Manager in the co-ordination of commercial recording/film sessions, and organisation of the LPO Label:

- Project management for the LPO's own label, including liaison with artists, recording companies and publishers, and issuing contracts
- Collating metadata, drafting sales sheets, submitting all assets to the LPO's distributor [Integral], and ordering production of CDs and supervising stock distribution to warehouses and the office
- Submitting PPL Registrations for each release, reporting monthly CD sales and quarterly MCPS reports
- Liaising with colleagues internally and externally (including the LPO's freelance Recordings Consultant) on plans and timescales related to the LPO Label
- Meticulous record keeping for all aspects of the LPO's own label work
- Negotiation and co-ordination of work with commercial recording/film companies and contractors to include scheduling, budget management and contracting & invoicing, in conjunction with the Concerts & Recordings Manager
- All paperwork and record keeping required by contractors, PAMRA and the Musicians' Union etc.
- Assisting players and the MU in gathering correct information
- Representing the LPO at studio sessions, deputising for the Concerts & Recordings Manager as required
- Taking responsibility for the management of recorded concerts, on a rota basis with CRM
- Creating and maintaining external partnerships with DSPs, classical music magazines and film clients.



## 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
- Confidence to manage pressured situations with artists and clients
- Experience of working in a busy office environment

### Desirable

- Experience in a similar role for an ensemble, agency, venue or recording company
- Knowledge of OPAS database system
- Understanding of the day-to-day working practices of an orchestra
- Working knowledge of the orchestral repertoire
- Knowledge of/interest in the world of recorded music



## How to apply

**The closing date for applications is 10am on Thursday 28 August 2025.**

Interviews will take place on 3 & 4 September 2025.

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 (maximum 2 pages each). If you are unable to apply online, please contact Ineza Grabowska, PA to the Executive, at [ineza.grabowska@lpo.org.uk](mailto:ineza.grabowska@lpo.org.uk) or 020 7840 4218 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.

**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 goal of sharing the wonder of orchestral music.**