

London Philharmonic Orchestra

Assistant Stage Manager Recruitment Pack

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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 & 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. We have c.1.6m followers across all social media channels alongside c.150m 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



About the Concerts Department

The Assistant Stage Manager is a member of the LPO Concerts Department and works as part of the 'On the Road' team on location with the Orchestra.

The 'On the Road' team, with which the Assistant Stage Manager will work on a day-to-day basis, comprises the Stage & Operations Manager, Deputy Operations Manager, Orchestral Personnel Manager, Orchestra & Auditions Manager, and two Librarians. The other members of the Concerts Department, based in the LPO office, are the Concerts & Planning Director, Concerts & Recordings Manager, Glyndebourne & Projects Manager, Tours Manager, Concerts & Artists Co-ordinator, Concerts & Recordings Assistant, and Tours & Projects Assistant.

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

About the role

Job title	Assistant Stage Manager
Reports to	Orchestral Personnel Manager
Salary	£28,000–£31,000
Location	The post travels with the Orchestra. The post-holder will spend significant time at the Southbank Centre and Henry Wood Hall in London, and Glyndebourne Opera House during our summer residency, as well as other venues in the UK and overseas.
Hours	The post involves working unsocial hours to work alongside the Orchestra's activities. The post will have a six-month probationary period.

Overall responsibilities

The Assistant Stage Manager assists with the planning and operation of all technical, stage management and instrument transportation requirements of the London Philharmonic Orchestra.

The Assistant Stage Manager's role is to assist the Stage & Operations Manager on all aspect of planning, to ensure the smooth running of the Orchestra's rehearsals, concerts, film sessions and audio & visual recordings, both in the UK and abroad.

The Assistant Stage Manager will lead on areas such as regional residencies and education projects.

This is a great opportunity for someone to embed themselves in a world-class orchestra, and develop and progress their skills within a supportive, highly professional environment.



Main tasks

- To assist with the organisation of transporting the Orchestra's instruments for all Orchestra's engagements including rehearsals, concerts, film sessions, and audio & visual recordings, both in the UK and abroad
- To take a lead on concerts and engagements at regional venues and education projects
- When required, produce stage plans for all venues with a focus on leading regional venues and education projects
- To work with the Stage & Operations Manager and Tours Manager in the production of the carnet, box lists and documentation for foreign touring as required
- To liaise with conductors, soloists and members of the Orchestra to establish their on-stage requirements and to ensure such requirements are met
- To ensure the stage is set correctly for all rehearsals, concerts and recording sessions
- To make sure all stage moves during performances are professionally and efficiently carried out
- To load/unload transport vehicles as necessary
- To assist the Stage & Operations Manager with booking and managing additional stage management and stage crew assistance when required, as agreed by the Orchestra Personnel Manager
- To ensure the performance area and its environment comply with Health and Safety legislation, LPO Noise policy and other company and local venue policies
- To produce risk assessments for all UK venues and touring
- To supervise the Orchestra's instrument store at the Royal Festival Hall and any other location where the Orchestra's instruments and equipment are stored, making sure it is clean and in order
- To arrange hire of equipment/instruments as required as authorised by the Concerts Department
- To arrange for maintenance of instruments and storage boxes
- To assist in other areas of the Orchestra's activities as appropriate and when time permits



Person specification

Essential

- Ability to relate easily with colleagues and contacts at all levels
- Ability to remain calm under pressure
- Strong attention to detail
- Lifting and manual handling experience
- Efficiency and an ability to look ahead and anticipate problems
- Physically fit
- Willingness to work flexible hours including evenings and weekends
- Willingness to work throughout the UK and overseas
- Willingness to undertake any training which may be required

Desirable

- Experience of working within a technical/production department in the performing arts sector, preferably with an orchestra or concert venue
- Ability to read and understand stage plans
- An understanding of the day to day working practices of an Orchestra, its musicians, and the conductors and soloists with whom it works
- Knowledge of the methods and practices employed in handling, packing, loading, unloading and stowing musical instruments
- A minimum 2 years clean driving licence

Further notes

- Please note that manual handling is involved in the role.
- Training will be provided on the role where required.
- There are planned progression opportunities for the role within the company.



How to apply

The closing date for applications is 10am on Monday 10 November 2025.

Interviews are provisionally planned for w/c 24 November 2025.

Please visit 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 Alicia Downie, PA to the Executive & Office Manager, at alicia.downie@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.