

London Philharmonic Orchestra

Stage & Operations 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 Stage & Operations 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 Stage & Operations Manager will work on a day-to-day basis, comprises the Stage & Operations Manager, Deputy Operations Manager, Assistant Stage 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	Stage & Operations Manager
Reports to	Orchestral Personnel Manager
Salary	£37k–42k (commensurate with experience)
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.
Probationary period	Six months

Overall responsibilities

The Stage & Operations Manager oversees the advance planning of the Orchestra's on-stage set-up, co-ordinating arrangements regarding the movement of the LPO's and its players' instruments, technical requirements and instrument storage. The role consists of planning all the logistical and practical elements of the stage and transport team, working with the wider Concerts Team where appropriate in all areas.



Main tasks

General

- To work with the Concerts Departments on advance stage and logistical planning
- To liaise with members of the Concerts Department on a regular basis to assist with planning, budgeting and implementing the Orchestra's schedule
- To deal with advance planning with regards to the stage and transport team including upcoming logistics, scheduling working hours and rest breaks
- To draw up transport schedules for the LPO truck, booking additional truck drivers when required
- To book and manage additional stage management and stage crew assistance when required, as agreed with the Orchestra Personnel Manager
- To liaise with conductors in advance to ensure all requirements are met
- To produce stage plans for all venues including touring
- To produce risk assessments for all orchestral activity
- To liaise with the Concerts team regarding the movement of instruments and get-in times, if necessary moving instruments on days when the Orchestra is not working
- To set out the Orchestra, including percussion and other large instruments, and do any stage moves during concerts as required
- To liaise with external production companies in advance of projects to make sure all requirements are met
- To ensure the orchestral set up, performance area and its environment comply with Health and Safety legislation, LPO Noise policy and other Company and local venue policies
- To arrange for maintenance of instruments and storage boxes
- 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
- On occasion, to visit new venues to find suitable places in which to rehearse or perform
- On occasion, to visit known venues ahead of concert date to alleviate problems on day
- To arrange hire of equipment/instruments as required, as authorised by the Concerts Department
- To ensure the day-to-day maintenance of the LPO truck is being carried out
- To assist in other areas of the Orchestra's activities as appropriate and when time permits.



Main tasks (continued)

UK & Touring activities

- To work with the Tours Manager on planning and management of instrument transportation for all overseas work; this may include drawing up transport schedules, obtaining all necessary licences and permits, freight and shipment requirements, import and export clearance and compliance with all other regulations as required by the local territory.
- To liaise with players and Concerts Department for the purpose of creating a box list for foreign tours
- To work with the Tours Manager in the production of the Carnet and documentation as required
- To liaise with freight companies, airlines, cargo handling agents and customs officials as required
- To travel in the UK and abroad on tour, travelling with the instrument truck and/or on instrument cargo flights, travelling in advance of the Orchestra/cargo when appropriate
- To ensure that the correct instruments arrive at the venue on time
- To load/unload truck at venue
- To liaise with venue staff regarding requirements, lights, stage furniture, storage of boxes and sound, to ensure that the Orchestra's requirements are met
- To work closely with players, conductors and soloists regarding seating and staging requirements
- To assist the other members of the 'On the Road' team as required.



Person specification

Essential

- Experience of stage management at a professional level
- An understanding of the day to day working practices of an orchestra and its musicians and the conductors and soloists with whom it works
- An understanding of HGV regulations and working practice
- Experience of working within a technical/production department in the performing arts sector, preferably with an orchestra or concert venue
- Experience of dealing with international carnets and customs
- A working understanding of H&S and how it relates to an orchestra
- Ability to read and understand stage plans
- Strong attention to detail
- Lifting and handling experience and a good level of physical fitness
- Efficiency and an ability to look ahead and anticipate problems
- Ability to relate easily with colleagues and contacts at all levels
- Ability to remain calm under pressure
- 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

- Working knowledge of CAD or other design software
- Knowledge of the methods and practices employed in handling, packing, loading, unloading and stowing musical instruments
- Awareness of the value of the instruments and special consideration that must be given when dealing with delicate and awkward instruments.



How to apply

The closing date for applications is 10am on Monday 12 January 2026.

Interviews are provisionally planned for w/c 19 January 2026.

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 7.

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.