

London Philharmonic Orchestra

Education & Community

Project 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. We are driven by our passion for delivering artistry on stage and humanity beyond it, which we achieve through our exceptional programmes, pioneering Education & 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 power of world-class music with the broadest possible audience. Our programmes provide the leading talent development schemes for emerging instrumentalists, composers and conductors; first musical experiences for children and families; engaging and inspiring opportunities for schools; significant programmes with disabled adults and young people with SEND; and projects that use the power of music to enhance wellbeing and connection.

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. We offer an inclusive, respectful environment where you will find a warm welcome and a strong sense of belonging, whatever your background.

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 1.8m followers across all social media channels alongside c.260 million annual 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 was nominated for a 2025 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 the communities we serve, reflecting on, engaging with, and acting upon the challenges of today's society. Such values are also recognised through our music, with recent seasons' programmes exploring key moments in history and topics such as migration, the environment 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.



About the role

Job title	Education & Community Project Manager
Reports to	Education & Community Director
Location	London Philharmonic Orchestra, 89 Albert Embankment, London, SE1 7TP, and offsite at projects and concerts as required. Some working from home is possible, around required attendance at projects and events.
Hours	LPO office hours are 9.30am–5.30pm Monday–Friday with the option of staggered start and finish times. Working hours may alter on project work, and will include some evenings and weekends. This is a full-time post with a probation period of six months.
Salary	£32k–£35k, depending on experience

Role summary

This role has a particular focus on the delivery and development of the LPO's Community and Schools & Family programmes. This includes managing the day-to-day running of OrchLab, our accessible music-making project with disabled adults, and Open Sound Ensemble, an accessible ensemble for young people with SEN/D. The role also project manages our annual creative collaborations including with homeless charity Crisis UK and brain injury charity Headway London, as well as working on the FUNharmonics family concert series at the Southbank Centre.

In our Schools strand, the role leads on our Music Makers project with primary schools in London and Eastbourne, and works across our popular BrightSparks schools concert series and associated CPD and learning resources.

The post-holder may also be involved in other bespoke projects, and will contribute to the overall development and delivery of the wider programme, which may include supporting other events delivered by the team. There is scope for a candidate with suitable experience to have involvement in the strategy and longer-term planning of the programme with the Education & Community Director.

The role presents a great opportunity for a dedicated, organised person with a passion for musical inclusion to develop their skills and contribute towards the impact music can have on people from all walks of life. The ideal candidate would be highly organised, an excellent multi-tasker, proactive and empathetic, with good common sense and great people skills. They would join the LPO's friendly and supportive Education & Community team of four.



Main tasks

- With the Education & Community Director, develop the shape, content and programme of work in liaison with partner organisations and stakeholders.
- Act as lead contact to all stakeholders in OrchLab, Open Sound Ensemble, schools projects, FUNharmonics and other community projects, providing practical and timely support, with support from the Education Co-ordinator.
- Identify and manage artistic teams depending on the skills and experience required for each project.
- Actively manage workshops and other project sessions on the ground, dealing with logistics, supporting relationships, and assessing quality of project content. This will involve independently supervising groups of participants.
- Maintain excellent and supportive working relationships with animateurs, musicians and external partners.
- Plan all activity within agreed timescales and produce written schedules and associated paperwork.
- Ensure relevant project sessions are included in orchestral schedules, in liaison with the Concerts department.
- Work closely with the Southbank Centre and other external venues to book spaces and liaise over technical production requirements for performances, including schools and family concerts and other events. Manage some performances and events on the ground, as well as administratively.
- Contribute to producing learning resources (written and digital) for community and schools' programmes.
- Ensure that the appropriate safeguarding documentation is in place for each member of the artistic team and that the Orchestra's Safeguarding Policy is shared appropriately.
- Work within the agreed project budget and maintain an accurate record of income and expenditure.
- Implement monitoring and evaluation procedures, contribute written information to funding reports and contribute to evaluation design, depending on the requirements of funders and stakeholders.
- Work with the LPO Marketing department, regularly updating on project planning and proactively working on opportunities to promote wider awareness of the Education & Community programme and performances.
- Create project recruitment and publicity material and/or liaise directly with an external designer where required.
- Contribute to the overall development of the Education & Community programme for the Orchestra, helping to develop the programme.
- Be an ambassador of the Orchestra's Education & Community work, both within the organisation and beyond.
- Maintain relationships with all partner organisations.
- Work on projects/events that require the full Education team's involvement (e.g. Junior Artists Overture days)
- Work with the Education & Community Director to manage other events in London or in our residency areas.
- Undertake any other duties or the management of programme strands as reasonably assigned by the Director.



Person specification

Essential

- Significant experience of developing programmes within the music education/community sector
- Passion for inclusion and experience of working with people with a variety of access needs (e.g. in disability setting)
- Knowledge of orchestras and Western classical music, and ability to read music
- Experience of working with schools and with young people
- Knowledge of current practice within the formal music education sector and national initiatives
- Understanding of current issues relating to diversity and inclusion within orchestral music and the arts
- Evidence of successful project and partnership management skills
- Ability to independently manage a busy workload (in and out of the office), high level of multi-tasking, keeping to deadlines, maintaining meticulous attention to detail
- Ability to work both as part of a team and independently
- Ability to communicate well with a wide range of practitioners – musicians and other artists, educators, consultants – and with internal colleagues, both in writing and verbally
- Ability to thrive under pressure and have a desire to improve working systems and project content
- Computer literate, familiar with Microsoft Office, web editing, and open to learning new programmes
- A strong commitment to and knowledge of music education, and desire to support the development of orchestral musicians in this context

Desirable

- Experience of supporting the management of professional performances
- Experience of running events
- Experience of managing budgets
- Practical understanding of the workings of a large symphonic ensemble
- Knowledge of the Social Model of Disability and experience working with disabled people or people with SEN
- Understanding of working with funders and application development
- Interest and knowledge of the role of technology within learning environments
- Knowledge of/interest in design software (Adobe InDesign)

Further notes

- The successful applicant will be required to receive a clear enhanced DBS check
- Please note that manual handling is involved in the role.



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



How to apply

The closing date for applications is **9am on Monday 8 June 2026**.

Successful applicants will be contacted and invited for interview. Interviews will take place on **Wednesday 17 June 2026**.

Please visit lpo.org.uk/jobs, where you will be asked to complete an application form, which includes uploading your **CV** and writing a **supporting statement**.

Your CV 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, with a brief statement of the capacity in which they have known you, and an indication of when in the application process they may be contacted (we will not contact your referees without your permission)
- Contact details including phone number

Your supporting statement should summarise your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification on page 5.

There is also a section on the form that asks for your demographic information, which is for monitoring purposes only and is not assessed as part of your application. Applications will be anonymised and all demographic information removed before shortlisting.

If you are unable to apply online or would like any further information, please contact Talia Lash, Education & Community Director, on 020 7840 4202 or talia.lash@lpo.org.uk

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.