

London Philharmonic Orchestra

Digital Asset Management Assistant (Fixed-Term Contract)

Recruitment Pack

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About the London Philharmonic Orchestra

We've been recognised since 1932 as one of the world's leading orchestras, celebrated for our excellence, inclusivity, versatility and invention. Our mission is to create unrivalled orchestral experiences on stage and cultivate human connections beyond it. In a busy world, we believe that listening connects us – turning individuals into communities and helping us understand each other and feel understood. Through our exceptional live performances, pioneering education and community projects, acclaimed recordings, online activity and international tours, we are sharing the extraordinary power of listening worldwide and shaping the future of orchestral music.

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.



About the role

Job title	Digital Asset Management Assistant
Reports to	Data, Insights & CRM Manager
Works closely with	Other LPO staff members as required
Hourly rate	£14.80 per hour
Location	London Philharmonic Orchestra, 89 Albert Embankment, London, SE1 7TP
Hours	21 hours per week, Wednesday–Friday (onsite)
Fixed contract term	Wednesday 22 July – Friday 11 September 2026 (8 weeks)

Job summary

We are seeking someone to work with us as a Digital Asset Management (DAM) Assistant to support a metadata and asset organisation project within our newly established platform **ResourceSpace**.

The person will be responsible for reviewing, organising and tagging digital assets to improve searchability, consistency and long-term usability across the organisation's media archive. Assets may include photography, video, artwork, marketing materials and other digital content. While experience with digital asset management is helpful, no experience is required.



Main tasks

- Tagging and cataloguing assets within our digital asset management platform **ResourceSpace**
- Applying consistent metadata standards
- Reviewing and improving existing asset records, including deleting and merging duplicate files
- Organising files and collections for improved usability
- Conducting quality assurance checks on metadata accuracy
- Liaising with internal stakeholders where required

Person specification

Essential

- Strong attention to detail and ability to maintain accuracy across large volumes of digital content
- Highly organised with the ability to manage and prioritise workload independently
- Good understanding of digital file formats, media assets, and archive organisation
- Competent IT skills and confidence working with databases
- Clear written communication skills and ability to follow established workflows and documentation
- Ability to work methodically and maintain consistency across repetitive tasks

Desirable

- Experience using Microsoft Excel or Google Sheets
- Experience with metadata for digital assets
- Experience with or interest in classical music and live performance



How to apply

The closing date for applications is 9am on Friday 3 July 2026.

Interviews are planned for Friday 10 July – Wednesday 15 July 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, or would like any further information about the role, please contact Josh Clark (Data, Insights & CRM Manager), at josh.clark@lpo.org.uk.

CVs should include:

- Details of relevant achievements and experience as well as educational and professional qualifications
- 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)
- 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 4.

Please let us know if you require an alternative way of applying.

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 power of listening.