

London Philharmonic Orchestra

Transport Manager Recruitment Pack

Contents

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

lpo.org.uk





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 | Transport Manager |
| Reports to | Orchestra Personnel Manager (and Concerts & Planning Director, who is Head of Department) |
| Works closely with | Stage & Operations Manager, Assistant Stage Manager, Orchestra & Auditions Manager, Librarians (x2), as well as members of the Concerts Department based in the LPO office. |
| Location | By definition the post travels with the Orchestra. The post-holder will spend significant time at the Southbank Centre, Henry Wood Hall and venues such as the LPO's residencies in Brighton, Eastbourne, Saffron Hall and Glyndebourne. The LPO truck depot is in Croydon. The LPO owns a Volvo box van with a revenue weight of 18,000kg. Other vehicles may be used on occasion. |
| Hours | Driving time will be limited by the prevailing regulations and based around the Orchestra's schedule, with additional hours for planning and assisting with stage management as necessary. The post involves working unsocial hours. This role will have a six-month probationary period. |
| Salary | Commensurate with experience |

Role summary

The Transport Manager is responsible for the safe and timely conveyance of instruments and equipment in accordance with the Orchestra's requirements, as specified by the schedule. The Transport Manager works alongside the Stage & Operations Manager, Assistant Stage Manager and freelance drivers/crew on the Orchestra's day-to-day operations.



Main tasks

- Drive and operate the LPO truck (and when required hire vehicles), performing all duties with reasonable care and skill and in accordance with good industry practice.
- Load and unload LPO instruments and equipment, ensuring everything is handled carefully, both at venues and during transit, and not exposed to the risks of damage or theft.
- Adhere to all the regulatory requirements and standards with regards to HGV driving in both the UK and Europe.
- Deal with day-to-day administration in relation to the LPO truck, its contents, and the LPO truck store including filing and returning all associated documents, scheduling services and MOTs, and arranging repairs and maintenance as necessary (in liaison with the Stage & Operations Manager and the Finance Department). This may include the management of third-party service providers.
- Work with the Stage & Operations Manager on the planning and implementation of instrument transportation for all scheduled work in the UK.
- Work with the Stage & Operations Manager and 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.
- Travel in the UK (and when required abroad on tour), travelling with the instrument truck and/or instrument cargo flights in advance of the Orchestra/cargo when appropriate.
- Provide instrument transport costing for the purpose of budgeting.
- Maintain the LPO's flight cases and any other equipment.
- Maintain good health and safety practice, alerting management to any issues that arise in relation to transport duties
- Ensure that all reportable incidents are notified to the Orchestra Personnel Manager and the Finance Director, and that information required for insurance claims is provided accurately and promptly.
- Work alongside the Stage & Operations Manager and the Assistant Stage Manager in setting up the platform at rehearsals, recording sessions and performance venues; when necessary assisting colleagues in performance activities, including on the concert platform.
- Any other duty reasonably requested by the Orchestra Personnel Manager.



Person specification

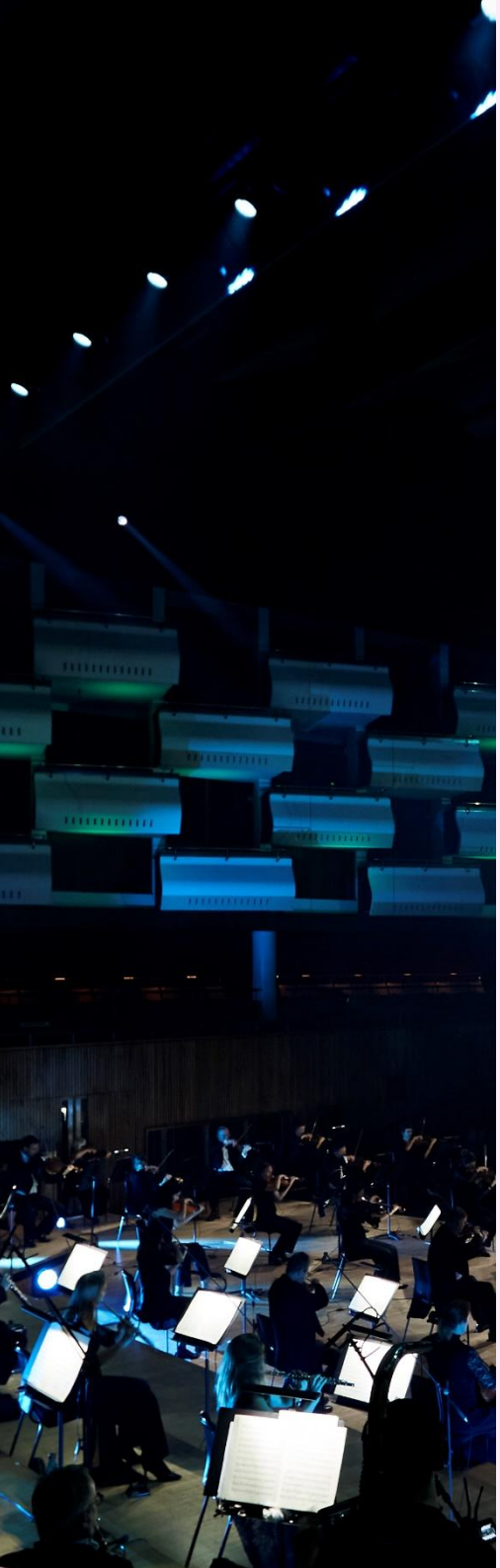
Essential

Please note that applicants must have the right to work in the UK.

- Clean driving licence (including Category C+E)
- Extensive driving experience in the UK and overseas
- Knowledge of the rules and regulations relating to the driving and maintenance of an HGV
- Lifting and handling experience
- Efficiency and an ability to look ahead and anticipate problems
- Ability to relate easily with colleagues and contacts at all levels
- Physically fit
- Willingness to work flexible hours including evenings and weekends
- Willingness to work throughout the UK and overseas
- Willingness to undertake any training that may be required.

Desirable

- Certificate of Professional Competence (CPC) in International Freight (or willingness to train for this qualification)
- Experience of providing costing of transportation for UK and overseas tours
- Experience of dealing with international carnets and customs
- Knowledge of the methods and practices employed in handling, packing, loading, unloading and stowing musical instruments
- Experience of working in the performing arts sector, preferably with an orchestra
- Awareness of the value of the instruments and special consideration that must be given when dealing with delicate and awkward instruments
- Experience driving an articulated truck.



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 10am on Monday 13 July 2026, with interviews to be held online in mid-July.

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)
- An indication of your current salary/rate of pay
- 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, please contact monica.rutherford@lpo.org.uk or call 020 7840 4218.

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.