

London Philharmonic Orchestra

Assistant Librarian Recruitment Pack

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lpo.org.uk





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 and has been commissioned for a second series in 2026. 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.



What to expect when working with us

Prior to starting at the LPO, you will be equipped with all the relevant information to ensure a seamless start with the company. During your induction you will meet one-to-one with each member of the Senior Leadership Team, be assigned a 'buddy', be introduced to all members of staff, and have tours of our office, rehearsal venue and the Southbank Centre, where we are Resident Orchestra. We have a small office team of 33 alongside our 'On the Road' team consisting of 6 individuals. We are a unified and friendly organisation who encourage you to learn first-hand from the experience of others, build valuable relationships and showcase your creative thinking and abilities, all while being supported within a collaborative, inclusive and enjoyable working environment.

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 (pro rata)
- 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 role

Job title	Assistant Librarian
Reports to	Librarian & Orchestra Personnel Manager
Works with	All members of the LPO's 'On the Road' Team, which comprises Orchestral Personnel Manager, Orchestra & Auditions Manager, Librarian, Stage & Operations Manager and Assistant Stage Manager, as well as members of the Concerts Department based in the LPO office.
Location	On location with the Orchestra and in the London Philharmonic Orchestra Library as required. The London Philharmonic Orchestra Library is based at Henry Wood Hall.
Hours	As per the Orchestral schedule, to include some evening and weekend work and additional hours in the Library as required. Duties to be agreed in advance with the Librarian. This is a full-time post with a probation period of six months.
Salary	£27,000 per annum

Purpose of the role

The London Philharmonic Orchestra is seeking an enthusiastic, organised and musically accomplished Assistant Librarian to join its Concerts Department.

This is an ideal opportunity for a recent graduate or someone at the beginning of their professional career who is looking to develop as an orchestral librarian. Working alongside the Librarian, you will help prepare music for rehearsals, concerts, recordings, education projects and tours, while learning the specialist skills required to support one of the UK's leading orchestras.

The successful candidate will receive training and mentoring from the Librarian and will gradually take on increasing responsibility across all aspects of the Library's work.

Development opportunities

This role offers an excellent foundation for a career in professional orchestral librarianship. Working closely with the Librarian, you will gain experience in:

- Preparing music for internationally renowned conductors, soloists, and orchestral musicians
- Music hire and publisher liaison
- Library cataloguing and collection management
- Rehearsal, concert and touring operations
- Copyright and performance materials management
- The operation of a professional symphony orchestra library



Main tasks

- Assist with the preparation of orchestral music for rehearsals, concerts, recordings and other LPO music activities
- Prepare, print, copy, assemble and distribute performance materials
- Make amendments to orchestral parts, including bowings, cuts and corrections, under the guidance of the Librarian
- Set up and clear music for rehearsals and performances
- Assist with music changes during rehearsals where required
- Catalogue, organise and maintain the LPO music collection
- Prepare music for education projects, chamber performances and tours
- Assist with packing, transporting and returning music for performances and touring
- Assist with the receipt, checking and return of hire materials
- Maintain accurate library records and databases
- Support the Librarian in the day-to-day running of the LPO Music Library
- Undertake other duties appropriate to the role



Person specification

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

Essential

- A degree (or equivalent qualification) in Music or a closely related discipline
- Excellent music reading skills, including the ability to read full orchestral scores
- A broad knowledge of orchestral repertoire and instrumentation
- Outstanding attention to detail and accuracy
- Excellent organisational and time management skills
- The ability to prioritise work and meet deadlines in a fast-paced environment
- Good written and verbal communication skills
- Good general IT skills and confidence in learning new software
- A positive, flexible attitude and willingness to learn
- The ability to work collaboratively with musicians and colleagues
- Willingness to work evenings and weekends in line with the LPO performance schedule

Desirable

- Experience of a university, conservatoire or youth orchestra library
- Experience of preparing music for ensemble performance
- Knowledge of orchestral librarianship gained through placements, internships or voluntary work
- Familiarity with music publishing and hire materials
- Experience using music notation software and/or library management systems

Personal qualities

The successful candidate will be:

- Enthusiastic and eager to learn
- Highly organised and methodical
- Calm and dependable under pressure
- Meticulous, with exceptional attention to detail
- Proactive and willing to take initiative
- Collaborative, approachable and professional
- Passionate about orchestral music and committed to supporting the highest artistic standards



How to apply

The closing date for applications is 9am on Monday 24 August 2026.
Interviews are expected to take place during the first week of September 2026.

The London Philharmonic Orchestra is committed to equality, diversity and inclusion. We actively welcome applications from all sections of the community, recognising that a diverse team with a wide range of lived experiences strengthens our ability to achieve our mission of delivering artistry on stage and humanity beyond it.

Please visit lpo.org.uk/jobs, where you will be asked to complete a short form before uploading your CV and covering letter. 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
- 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.

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.

Applicants must reside and have the right to work in the UK. The LPO cannot sponsor visa applications.

If you are unable to apply online or would like any further information, please contact Monica Rutherford, PA to the Executive and Office Manager, on 020 7840 4218 or monica.rutherford@lpo.org.uk.