

London Philharmonic Orchestra

Education & Community Co-ordinator Recruitment Pack

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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.



About the role

Job title	Education & Community Co-ordinator
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	£28,000–£30,000 per annum, depending on experience

Overall responsibilities

The Education & Community Co-ordinator supports the work of the Education & Community Department in all areas, providing efficient administrative support, as well as practical, hands-on support at projects and events. The role presents a great opportunity for a dedicated, organised person with a passion for musical inclusion to develop their skills and contribute towards sharing the power of music with people from all walks of life. The post-holder would join the LPO's friendly and supportive Education team of four, and would also develop strong relationships with LPO musicians, workshop leaders and project participants. The role would suit someone with a love of orchestral music, excellent people skills and empathy as well as common sense, initiative, systematic thinking and a strong eye for detail.



Main tasks

- Under the guidance of the Education & Community Project Managers, co-ordinate project logistics including player fixing and payments within agreed timescales, and produce associated paperwork, including collating and printing music for small- and large-scale projects
- Actively staff and oversee 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 young people or vulnerable adult participants for certain projects
- Be the first point of contact for participants/parents/carers on certain projects (e.g. Overture, Open Sound Ensemble) under guidance of Project Managers
- On the ground support on department-based performance days, which could include co-ordinating free front-of-house activities, cueing slideshows, or stewarding artists/young performers backstage
- Support recruitment and audition processes for the LPO's Rising Talent programmes (Future Firsts, LPO Young Composers, Conducting Fellowship, LPO Junior Artists and Overture days)
- Co-ordinate communications with schools, and booking processes for our popular BrightSparks schools' concerts
- Support the production of written and AV learning resources and concert Keynote presentations
- Take the lead on smaller, one-off projects or engagements that connect with the Education & Community programme, e.g. Q&As with LPO musicians
- Maintain an accurate record of expenditure within programme budgets
- Contribute to risk assessments and work within the LPO's safeguarding and health & safety policies, administrate DBS checks
- Support Child Performance Licence and BOPA applications when required
- Maintain excellent and supportive working relationships with amateurs, LPO musicians, and external partners
- Support the creation of recruitment and publicity material for the LPO's Education & Community projects, and co-ordinate mailings
- Update Education & Community content on the LPO website and work with Marketing colleagues to use social media to promote Education events and document projects
- Support monitoring and evaluation procedures, including personally assessing projects in a workshop context, writing summaries of sessions attended and collecting and collating statistical data, contributing to evaluation reports
- Contribute to the overall development of the Education & Community programme for the Orchestra



Person specification

Essential

- Demonstrable experience of working on music projects in an education/community setting
- An interest in orchestral music, the ability to follow a musical score and collate orchestral parts
- Evidence of successful project administrative skills
- Ability to independently manage a busy workload (in and out of the office) and keep 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 people – musicians and other artists, educators, consultants, project participants – and with colleagues, both in writing and verbally
- Experience of working in a workshop environment
- A desire to improve working systems and project content
- A strong commitment to music education and music in the community, and desire to support the development of orchestral musicians in this context
- Awareness of current issues relating to equity, diversity and inclusion within orchestral music and the arts in general and a commitment to embedding inclusivity in all areas of work
- Knowledge and practical experience of issues relating to the safeguarding of young people and adults at risk
- Computer literate, familiar with Microsoft Office, and open to learning new programmes

Desirable

- Experience of working with disabled participants, or participants with Special Educational Needs
- Experience of working with children and young people
- Experience of working on talent development schemes in the music sector
- Experience of recording expenditure in a project budget
- Knowledge of current practice within the formal music education sector and national initiatives
- Practical understanding of the workings of a large symphonic ensemble
- Experience in Adobe InDesign, Keynote

Further notes

- Applicants must reside in and have the right to work in the UK
- 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 3 August 2026.

Successful applicants will be contacted and invited for interview. Interviews will take place on **Tuesday 11 August 2026.**

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

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**.

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)
- Contact details including email and 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 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.