

London Philharmonic Orchestra

Tours Manager 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.



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	Tours Manager
Reports to	Concerts & Planning Director
Co-Line Manages	Tours & Projects Assistant
Location	London Philharmonic Orchestra, 89 Albert Embankment, London, SE1 7TP and touring. There is flexibility around an element of remote working.
Hours	This is a full-time post.
Salary	£35,000 per annum

The post will have a six-month probationary period.

Overall responsibilities

The Tours Manager is responsible for the planning and implementation of all touring logistics, and travels with the Orchestra on international tours.



Main tasks

- Working with the Concerts & Planning Director, promoters and agents in the planning and co-ordination of touring programmes and artists
- Working with the Concerts & Planning Director on the preparation of tour budgets, managing set budgets and final reconciliations/invoicing
- Responsible for confirmation of all touring logistics and administrative matters such as hotels, flights, cargo, local transport, required documentation and technical needs, negotiating requirements with local agents or promoters directly
- Responsible for issuing contracts to artists and soloists and assisting the Concerts & Planning Director in finalising promoter/agent and broadcast contracts
- Responsible for the creating detailed tour schedule for the Orchestra, conductors and soloists
- Reconciling tour float post-tour
- A member of the Orchestra's Sustainability steering group, ensuring the Orchestra develops and utilises possibilities for sustainable touring
- Responsible for liaison with the ABO and Musicians' Union over orchestral touring conditions
- Supervising the work of the Tours & Projects Assistant
- Travelling with the Orchestra on tour, working with the Personnel, Stage and Transport Managers and local tour representatives, etc., liaising with conductors and soloists, taking responsibility for resolving any problems which may arise and representing the Orchestra, where necessary, at official functions
- Dealing with general touring enquiries from LPO musicians and colleagues, including special travel and hotel requests, co-ordination of ticket requests, etc.
- Responsible for maintaining OPAS database, website and schedule information for the Orchestra's future touring activity
- Special projects and other duties in support of the work of the Concerts Department, as required.



Person specification

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

Essential

- Proven skills in event and/or tours management
- Experience in a similar role for an ensemble, agency or venue
- Excellent organisational skills, accuracy and attention to detail
- Ability to problem-solve and think on one's feet
- Proficiency with spreadsheets and budgeting experience
- Excellent interpersonal skills
- Ability to multi-task on a variety of complex projects
- Interest in classical music and travel

Desirable

- Proven experience of managing a variety of client relationships
- Knowledge of international visa, tax and logistical issues
- Knowledge of OPAS
- Understanding of the day-to-day working practices of an orchestra
- Working knowledge of the orchestral repertoire



How to apply

The closing date for applications is 9am on Monday 3 August 2026.

Successful applicants will be invited to interview, with interviews planned for early August 2026.

Please visit lpo.org.uk/jobs, where you will be asked to complete a short form before uploading your CV and covering letter. If you are unable to apply online, please contact Monica Rutherford, PA to the Executive and Office Manager, on 020 7840 4218 or monica.rutherford@lpo.org.uk for further information.

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.

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.