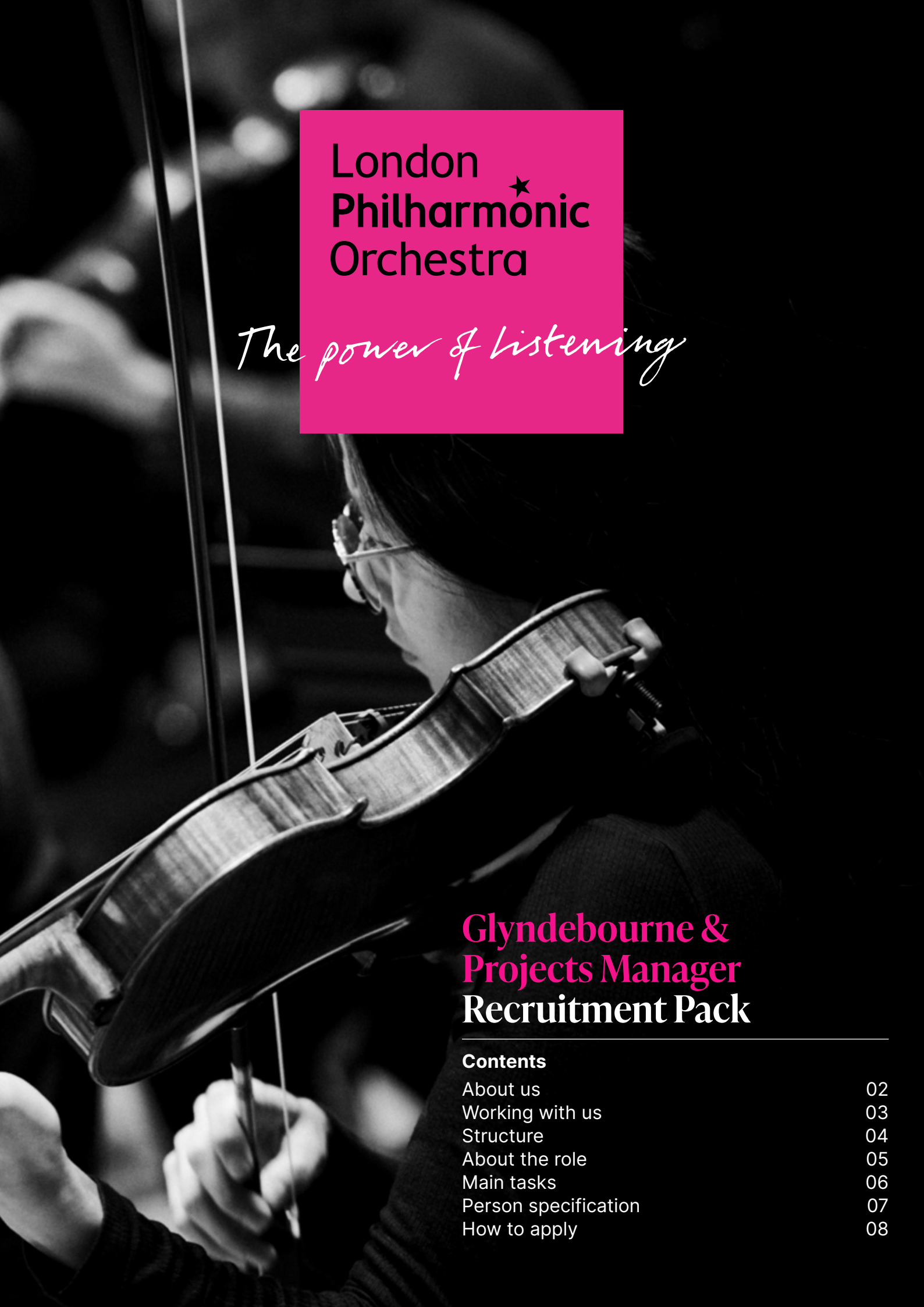




London ★ Philharmonic Orchestra

The power of listening

Glyndebourne & Projects 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 fourpart 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.



Working with us

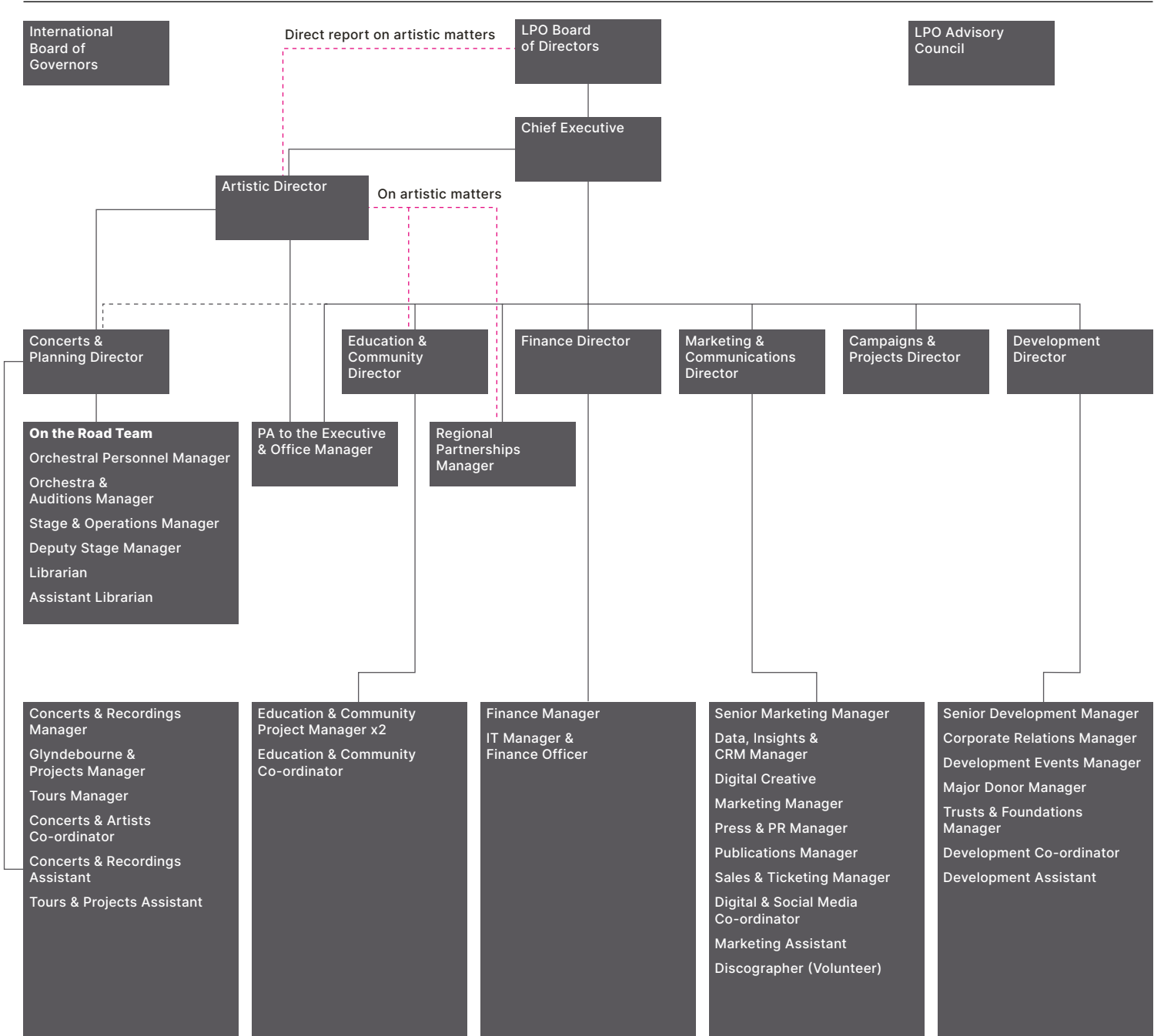
Prior to starting at the LPO, you will be equipped with all the relevant information to ensure a seamless start with the company. During your induction you will meet one-to-one with each member of the Senior Leadership Team, be assigned a 'buddy', be introduced to all members of staff, and have tours of our office, rehearsal venue and the Southbank Centre, where we are Resident Orchestra. We have a small office team of 37, alongside our 'On the Road' team consisting of six 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.



Structure





About the role

Glyndebourne & Projects Manager

The Glyndebourne & Projects Manager is a member of the Concerts Department, whose other members are the Concerts & Planning Director, Concerts & Recordings Manager, Tours Manager, Concerts & Artists Co-ordinator, Tours & Projects Assistant and Concerts & Recordings Assistant, as well as the LPO 'On the Road' team which comprises the Orchestra Personnel Manager, Orchestra & Auditions Manager, Librarians, Stage & Operations Manager and Deputy Stage Manager.

Reports to Concerts & Planning Director

Location London Philharmonic Orchestra, 89 Albert Embankment, London, SE1 7TP. In addition, the role will require travel to Glyndebourne Festival Opera and other UK venues as necessary. Some remote working is possible, around required attendance at projects and events.

Hours 9.30am–5.30pm Monday–Friday, plus projects as necessary (some evenings/weekends)

Salary £35,000

Overall responsibilities

The Glyndebourne and Projects Manager is responsible for the management of the London Philharmonic Orchestra's activities in its key regional residencies – Glyndebourne, Brighton and Eastbourne – as well as co-ordination of concert dates where the Orchestra is hired for an engagement in the UK.



Main tasks

Glyndebourne Residency

- Principal point of contact for the Glyndebourne relationship, ensuring good lines of communication between Glyndebourne staff, LPO staff and LPO players.
- Manages the player contracting process each season and is involved in matters related to terms and conditions and the broader Residency contract.
- Keeps the LPO diary up to date with Glyndebourne schedule changes, working with the Concerts & Planning Director to identify clashes.
- In liaison with the Orchestra Personnel Manager, manages all scheduling and personnel matters, including player releases, retainers, portage and instrument hire.
- Preparation and management of budgets, invoices and final reconciliation under the supervision of the Concerts & Planning Director and in liaison with the LPO Finance department.
- Liaises with Glyndebourne and LPO players on matters related to the media agreement.
- Representation of the LPO at appropriate rehearsals and performances.
- Liaises with Glyndebourne on Health & Safety issues.

Brighton, Eastbourne, Saffron Walden and other UK engagements

- Liaison with promoters, venues, artists/agents and LPO colleagues to ensure all event details are planned well in advance and executed efficiently on the day.
- Liaison with conductors and soloists regarding their schedules and arrangements.
- Co-ordinating technical requirements, instrument hire and venue facilities.
- Co-ordinating ticket requests for musicians, conductors and soloists.
- Arranging travel and accommodation for the Orchestra where required for UK engagements.
- Preparation and management of budgets and contracts, under the supervision of the Concerts & Planning Director.
- Liaison with the LPO Finance department regarding invoice and fee payments
- Assisting the Concerts Director in the advance planning - seeking concert engagements, dealing with scheduling issues and making artist availability, as required.
- Representing the LPO at UK engagements and related rehearsals, as required.
- Other special projects and administration for the Concerts Department as required.

Development events

- Acts as main point of liaison for the Development team in delivering the performance elements of fundraising activities such as the annual Gala and events for corporate partners.
- Tasks include programming, budgeting, artist liaison and concert management.



Person specification

Essential

- Proven event management skills
- Accuracy and attention to detail
- Ability to work at speed
- Proficiency with spreadsheets and budgeting experience
- Good communication skills and proven experience of managing a variety of client relationships
- Ability to multi-task on a variety of complex projects
- Understanding of the day-to-day working practices of an orchestra

Desirable

- Experience in a similar role for an ensemble, agency or venue
- Knowledge of OPAS
- Clean driving licence and access to a car
- Working knowledge of the orchestral and opera repertoire

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



How to apply

**The closing date for applications is 9am on Monday 28 September 2026.
Interviews are expected to take place during the first week of October 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 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)
- An indication of your current salary
- Contact details including mobile number

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 7.

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.

lpo.org.uk

