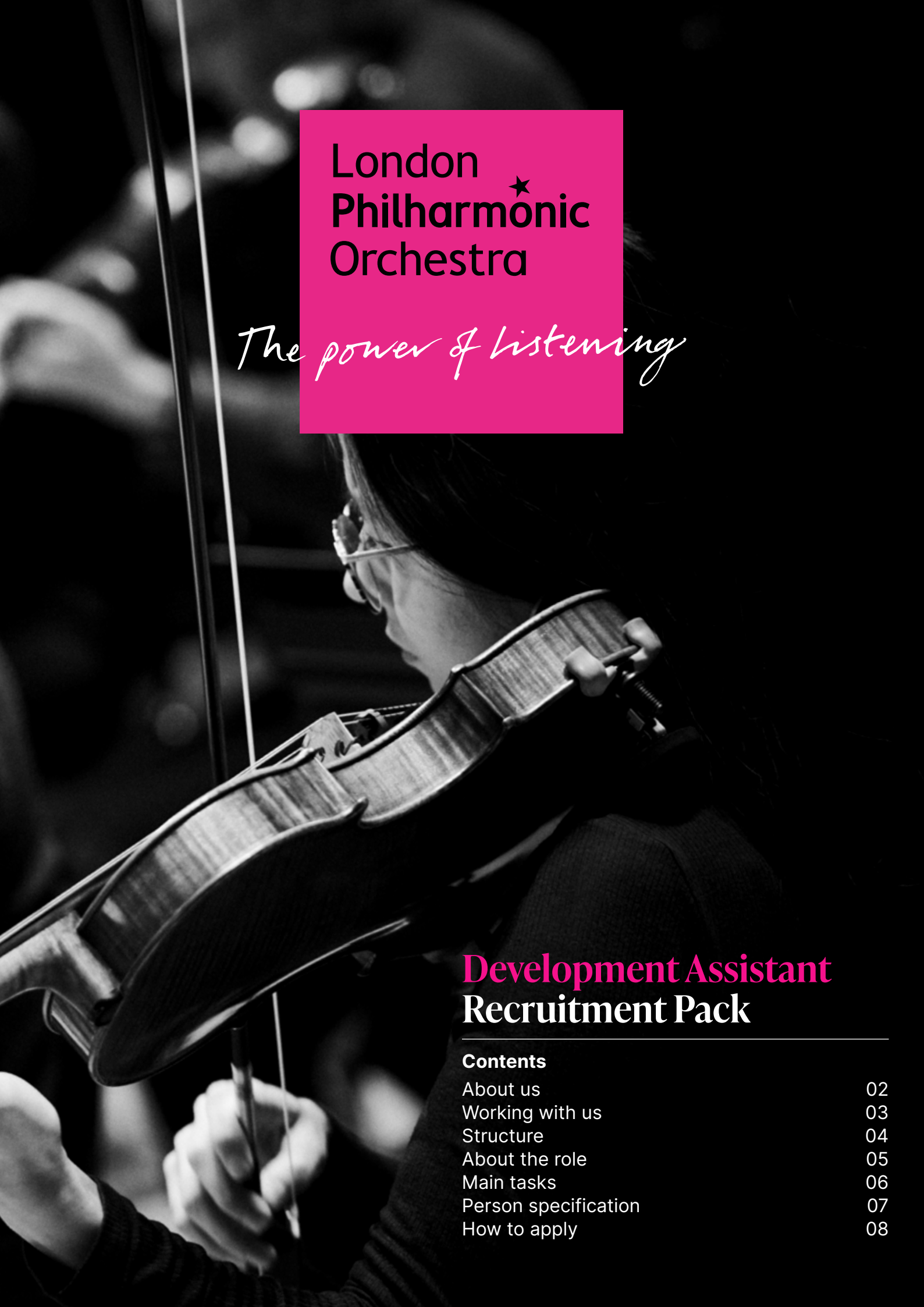




London ★ Philharmonic Orchestra

The power of listening

Development Assistant 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 autumn 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

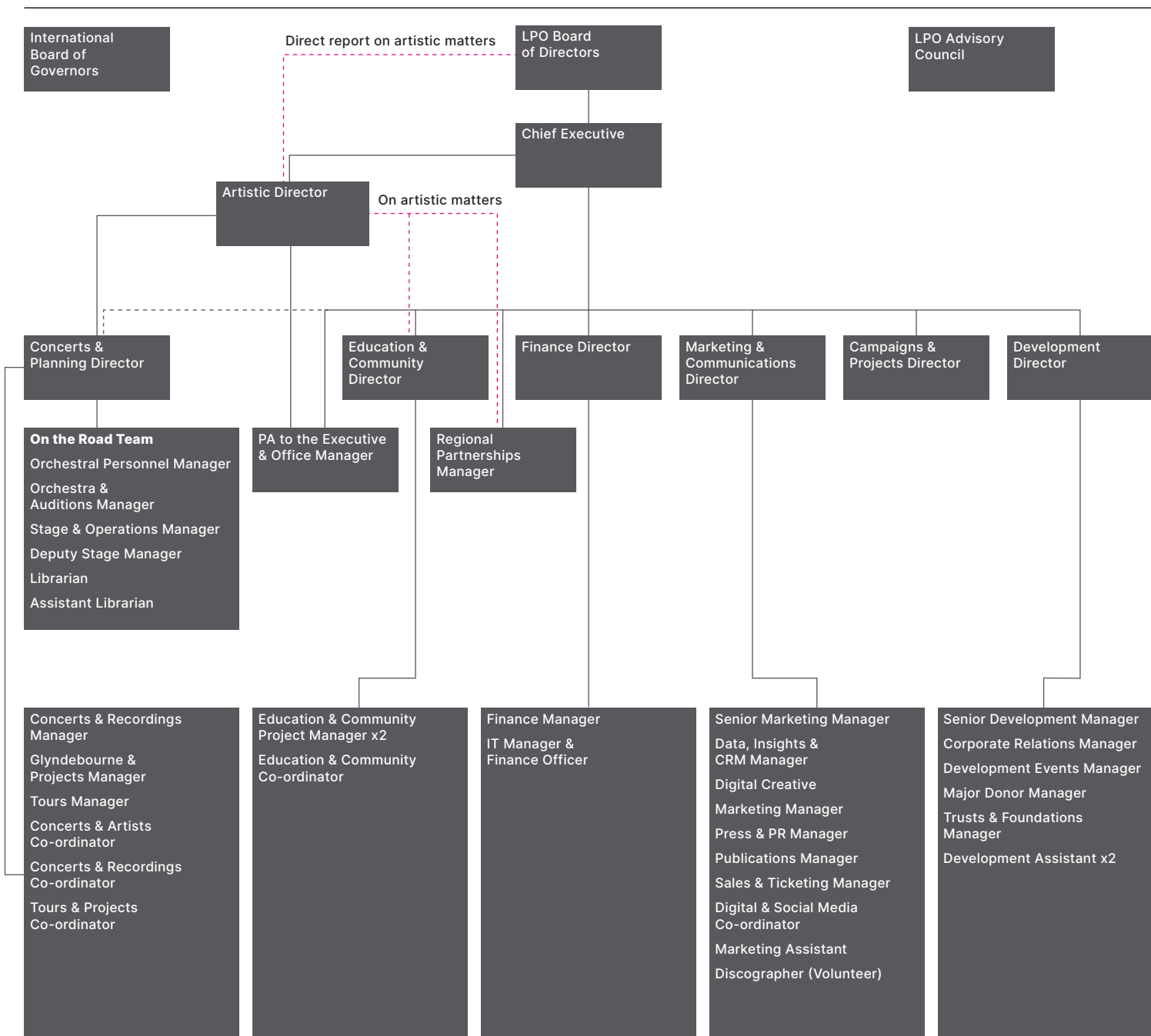
Prior to starting at the LPO, you will be equipped with all the relevant information to ensure a seamless start with the company. During your induction you will meet one-to-one with each member of the Senior Leadership Team, be assigned a 'buddy', be introduced to all members of staff, and have tours 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), plus UK bank holidays
- After three months in the position, access to a 6% contributory pension scheme
- Enhanced maternity and paternity schemes dependent on length of service
- 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

Development Assistant

The Orchestra's Development Department (Development Director, Senior Development Manager, Major Donor Manager, Corporate Relations Manager, Development Events Manager, Trusts & Foundations Manager, Development Assistant x2) is charged with raising around £2.2m per annum through corporate, trust/foundation, and individual funding streams, primarily for the Royal Festival Hall concert season, orchestral touring, educational and community activity and special events. This position supports the whole department with a specific focus on the Orchestra's corporate and events fundraising.

Reports to Development Events Manager

Location London Philharmonic Orchestra, 89 Albert Embankment, London, SE1 7TP.
Three days working in the office and two days at home per week.

Hours 9.30am–5.30pm Monday–Friday, with the option of staggered start/finish times, plus concerts and events as necessary (some evenings/weekends)

Salary £27,000

Overall responsibilities

This is an exceptional opportunity to begin or develop your career in arts fundraising at one of the world's leading orchestras. As Development Assistant, you will play a vital role in the team, focussing on corporate fundraising and events and supporting the smooth running of the department enabling the London Philharmonic Orchestra's artistic, education and community programmes to thrive. You will learn from working as part of a team of high-performing and committed fundraising professionals.

You will work closely with the Corporate Relations Manager and the Development Events Manager to help identify and cultivate new supporters, steward existing partners and deliver a programme of engaging events and experiences, including high-profile supporter events and the Orchestra's Annual Gala.

From an early stage, you will be encouraged to take ownership of projects within the portfolio of the Department's activities such as the LPO Corporate Circle programme, and contribute ideas, gaining valuable experience in a broad range of fundraising areas. This role will bring you into regular contact with staff across the organisation including the other major administrative departments: Marketing & Ticket Office, Finance, Concerts, Digital, Education & Community and the Stage Management team. You will regularly interact with donors and key stakeholders including our Board and Advisory Council, along with the Orchestra's musicians, and staff at both the Southbank Centre and Glyndebourne Festival Opera.

This role is ideal if you are highly organised, proactive and enthusiastic about the arts, and are excited by the opportunity to help share the power of world-class music with the broadest possible audience while building a successful career in fundraising.



Main tasks

-
- Co-ordinating the LPO Corporate Circle scheme, the Orchestra's membership scheme for corporate giving
 - Working with the Corporate Relations Manager on corporate prospect research to identify new corporate sponsors and partners
 - Working with the Corporate Relations Manager to steward major sponsors and partners
 - Co-ordinating event preparations for corporate engagements
 - Raising invoices for corporate and event fundraising activity
 - Assisting with the preparation of proposal documents and reports for sponsors and partners following the end of project activity
 - Working with the Development Events Manager to administer the Orchestra's events programme from its regular Friends and Beecham Bars on concert evenings to recitals in private homes and corporate entertaining evenings
 - Supporting the Development Events Manager with the annual fundraising Gala, to include event planning, guest communications and sourcing silent auction prizes
 - Proactive use on a day-to-day basis of the Development Department's Tessitura database, ensuring effective and consistent updating from the rest of the team, pulling financial and cultivation reports and using the database as a research tool
 - Coordinating major mailings to the Orchestra's key supporter groups, including the LPO's *Tune In* newsletter and event invitations
 - Attending London Philharmonic Orchestra concerts at London's Royal Festival Hall on a regular rota basis to help cultivate supporters of the Orchestra in its Beecham Bar (for our higher-level donors) and at other events as and when required
 - Working with the Sales & Ticketing Manager and Development team colleagues to manage ticket allocations for supporters at Royal Festival Hall concerts
 - Other duties as delegated by the line managers or the Development Director



Person specification

Essential

- Highly developed organisational skills
- Excellent attention to detail with the ability to work at a high tempo
- Creative thinker and resourceful
- An ability to communicate clearly and confidently at all levels
- Excellent written and verbal communication skills
- Motivated team player
- Proactive and independent with the ability to work on own initiative
- Strong desire to build working knowledge of fundraising techniques and professional practice
- Competency in all of the major MS Office software packages

Desirable

- Some experience of working in an arts and/or charity environment
- Some experience of fundraising in an arts and/or charity environment
- An understanding of business motivators for corporate support of the arts
- An enthusiasm for the arts and classical music
- Knowledge of the Adobe InDesign graphic design application
- Experience of using fundraising databases (e.g. Tessitura)

**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 Tuesday 20 October 2026.
Interviews are expected to take place in the week beginning 26 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

