



WORK WITH US

**LSO Live Assistant
(12-month fixed term contract)**

Recruitment Pack

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London Symphony Orchestra

About the London Symphony Orchestra



The LSO with Sir Simon Rattle on the Barbican stage

The London Symphony Orchestra was established in 1904, as one of the first orchestras shaped by its musicians. Since then, generations of remarkable talents have built the LSO's reputation for uncompromising quality, and inspirational repertoires.

Today, the LSO is ranked among the world's top orchestras, with a family of artists that includes Music Director Sir Simon Rattle, Principal Guest Conductors Gianandrea Noseda and François-Xavier Roth, Conductor Laureate Michael Tilson Thomas and Associate Artists Barbara Hannigan and André J Thomas. Sir Antonio Pappano will take up the role of Chief Conductor of the LSO from September 2024.

The LSO is Resident Orchestra at the Barbican in the City of London. The Orchestra reaches international audiences through touring and artistic residencies – in cities including Paris, Dortmund and Tokyo, at the Aix-en-Provence Festival, across Australasia and Latin America, and with the Music Academy in Santa Barbara – and through digital partnerships and an extensive programme of live streamed and on-demand online broadcasts.

Through a world-leading learning and community programme, LSO Discovery, the LSO connects people from all walks of life to the power of great music. Based at LSO St Luke's, the Orchestra's community and music education centre and a leading performance venue on Old Street, LSO Discovery's reach extends across East London, the UK and the world through both in-person and digital activity.

LSO musicians are at the heart of this unique programme, leading workshops, mentoring bright young talent,

performing at free concerts for the local community and using music to support adults with learning disabilities. LSO musicians also visit children's hospitals, and lead training programmes for music teachers.

The ambition behind this work is simple: to share the transformative power of classical music with people who would not normally experience it. The impact is unrivalled, and every year, LSO Discovery reaches thousands of people of all ages.

In 1999, the LSO formed its own recording label, LSO Live, and revolutionised how live orchestral music is recorded, with over 150 recordings released so far. Overall, the LSO has made more recordings than any other orchestra.

As a leading orchestra for film, the LSO has entertained millions with classic scores for Star Wars, Indiana Jones, The Shape of Water, and many more. The LSO also uses streaming services to reach a worldwide audience totalling millions of music-lovers who listen online every month.

Through inspiring music, educational programmes and technological innovations, the LSO's reach extends far beyond the concert hall. Thanks to the generous support of The Corporation of the City of London, Arts Council England, corporate supporters and individual donors, the LSO is able to continue sharing extraordinary music with as many people as possible, across London, and the world.

Working at the London Symphony Orchestra



Young musicians performing on-stage at BMW Classics in Trafalgar Square

About the Role

As the LSO Live Assistant, you will be a key part of LSO Live, the LSO's award-winning record label, sitting within the Marketing and Partnerships team who maintain key relationships with digital service providers and partner labels. Your role will be a supporting one, helping with a range of tasks to ensure the smooth flow of information from the partner labels and artists to key external business partners.

The successful applicant will be proactive and have excellent attention to detail, as well as being able to prioritise tasks and recognise where a level of expediency is needed. The role will require good communication skills, both written and verbal.

Location

Based at the LSO's offices at the Barbican Centre, with the option to work remotely for up to two days per week.

Contract

Full time, 12-month fixed term contract.

Hours

37.5 hours per week. Core hours are 9.30am to 6pm, Monday to Friday. Some additional evening and weekends are required at LSO concerts, on a rota, with a time-in-lieu policy in place.

Salary

£25,750 per annum.

Probationary Period

3 months

Notice Period

6 weeks

Benefits

25 days annual leave, plus bank holidays.

Interest-free loan for a season travel ticket.

Subsidised catering facilities provided by the Barbican Centre.

Membership of company pension scheme as follows:

- In line with auto-enrolment regulations during first year of service.
- 5% employer contributions and 2% employee contributions after 1 year's employment.

Cycle-to-Work scheme.

Employee Assistance programme.

Free tickets to LSO concerts at the Barbican and Lunchtime Concerts at LSO St Luke's (subject to availability).

About the Role



Ayanna Witter-Johnson performing at the Barbican



A Lunchtime Concert at LSO St Luke's

Key Responsibilities

- Support the Marketing and Partnerships Manager across all key digital streaming and video on demand partners and regularly liaise with teams within the partner labels
- Be responsible for channel management across the digital service providers – coming up with suggested changes to artist profiles, and recommending workflows to ensure partner platforms are optimised from a streaming and revenue perspective for the group
- Compile reports to send to labels tasking them with taking steps to optimise their artist channels/profiles, and suggested social media posts to optimise streaming and revenues
- Assist the Marketing and Partnerships Manager in monitoring the LSO Live website to ensure all content is relevant, up to date, and complies with the LSO's branding guidelines
- Support labels by collating and distributing advanced campaign links for upcoming release marketing
- Attend partner meetings with labels
- Collate listening links for unreleased music and share with trusted business partners
- Manage and maintain touring schedules to ensure they are always up to date and accurate, for both internal and external partner-facing documents
- Compile data on Spotify/Apple numbers for internal reports
- Contribute ideas to the setup and planning of forthcoming releases and wider artist projects
- Help arrange meetings and take minutes where needed
- Provide general admin support for the LSO Live team on day-to-day activities
- Be the first point of contact for the department's general enquiries

Reporting To: LSO Live Marketing and Partnerships Manager

Who You Will be Working With: All members of the LSO Live team and liaison with other departments

This job description is a starting point for the role we are asking you to fulfil. It is a working document and as such may change and evolve as the role, team and LSO develop.

About You



LSO Brass at St Paul's Cathedral



LSO East London Academy young musicians

We are looking for someone with the following knowledge, skills and experience:

- Excellent organisational and administrative skills with meticulous attention to detail
- Strong communication skills with the ability to convey ideas and information to a range of target groups and present a case articulately and concisely both orally and in writing
- Ability to plan effectively, setting up and maintaining systems to make best use of time and resources
- Highly motivated to work effectively both under own initiative and within the team to achieve LSO Live objectives
- Flexible attitude to work – prepared to help out with other department tasks where necessary
- Proficiency in use of Microsoft Office
- Excellent level of numeracy
- Some previous work experience gained in the arts, media or broadcasting sectors
- An enthusiasm for classical music
- Knowledge of Microsoft Access and InDesign

How to Apply



A workshop at an LSO Discovery Family Concert

The closing date for applications is 5pm on Monday 17 July 2023.

If you would like to apply for this role, please visit lso.co.uk/jobs, where you will be asked to complete our application form and equal opportunities form. If you are unable to complete the application form please contact alix.harper@lso.co.uk for assistance.

If you have any questions about this role, please contact Becky Lees, Head of LSO Live:
Becky.Lees@lso.co.uk.

First interviews will be held on Wednesday 26 July 2023 at the LSO's offices at the Barbican Centre, with the option of an online (Zoom or Teams) interview for anyone who is unable to attend in person.

When completing the application form please ensure you include examples which demonstrate your experience in the About You section above and also explain why you are interested in the role.

Please provide the names of two referees, one of which should be your current employer, if applicable, along with whether we can contact them or when in the application process they can be contacted.

Please provide your contact details, ideally both a mobile number and email address.

As an equal opportunities employer, the LSO is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the LSO.