



# WORK WITH US

## LSO Discovery Digital Producer

### 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 Chief Conductor Sir Antonio Pappano, Principal Guest Conductors Gianandrea Noseda and François-Xavier Roth, Conductor Laureate Michael Tilson Thomas and Associate Artists Barbara Hannigan and André J Thomas.

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

The work of LSO Discovery has been underpinned using digital technologies since 2004, helping to both extend the work of the Orchestra beyond its immediate geographic area and enhance the experience of a wide range of participants in education and community projects. This post is an exciting opportunity for a passionate and skilled individual to take a part in helping develop LSO Discovery's Digital programme.

## The Discovery Team

As a world leading orchestral education programme embracing a range of areas and ideas, LSO Discovery seeks to apply innovation, imagination, and creativity to its work with people across communities and at all levels of engagement in London and across the globe. Each year 60,000 people participate in LSO Discovery projects with many more taking part through distance learning.

## Location

The LSO offices are based at the Barbican Centre while the advertised position will be based at LSO St Luke's on Old Street.

## 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

£27,000 - £31,000, subject to experience.

## Probationary Period

6 months

## Notice Period

2 months

## 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.

Non-contributory private healthcare scheme.\*

Company income protection insurance.\*

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).

\* after completion of one year's employment



# About the Role



*Ayanna Witter-Johnson performing at the Barbican*



*A Lunchtime Concert at LSO St Luke's*

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The post is based at LSO St. Luke's, the Orchestra's education centre. The Discovery digital team also regularly supports work across the organisation, in particular alongside the LSO Live team in delivering the Orchestra's ambition to take music beyond the concert hall, using digital technology to capture, share and distribute live concert performances at the Barbican Centre to audiences across the world.

## Key Responsibilities

### Content Production

From the documentation of live events to the creation of educational materials solely for use in distance learning environments, the LSO is engaged in the production of its own original content. The role requires proficiency in a wide range of production technologies, in contexts from self-operating on small shoots to participating as part of a crew on larger projects.

*Duties include:*

- Recording and mixing (both live and studio based) chamber ensemble and solo performances for distribution over multiple platforms and for purposes of documentation and resource creation.
- Editing of multi-camera footage to create short form narrative videos, promotional videos, for distribution over multiple online and physical platforms.
- Filming EPK footage, documentation of projects, interviews with players, conductors, composers and guest artists for inclusion in promotional materials for the Orchestra's work.
- Operation of the integrated remote camera system installed at LSO St Luke's to provide video recordings, and live relay of performances; including a creative approach to camera direction.

- Working within a team to capture and stream concert performances at the Barbican Centre
- Production of visual material and digital projections to accompany presentations and live performances.

### **Event support**

The Digital Producer works closely with the Digital Projects Manager and other LSO Discovery project managers to provide technology support for events and projects.

#### *Duties include:*

- Supervision and configuration of electronic instruments, samplers and amplifiers for live performance.
- Operation of live presentation equipment, to include laptops, projectors, vision mixers and other media playback devices.
- Operation of mixing desks for live sound reinforcement.
- Rigging and de-rigging of microphones, cameras and other technical equipment as determined by event requirements.

### **Resource Management and Administration**

This role is based in the Candide Discovery Studio at LSO St Luke's – a computer based workshop space for school children, community groups and emerging artists, which also doubles as a control room for remote audio-visual recordings. The postholder helps manage and maintain the equipment in the room, ensuring the smooth running of a busy schedule of diverse activities.

#### *Duties include:*

- Assisting the Digital Projects Manager and LSO Technology team in ensuring all IT systems are kept up to date and functional.
- Managing the LSO's digital assets through the in house Cantemo Portal MAM platform.
- Administering and supervising loans of audiovisual equipment for both internal and external projects.
- Fault finding, troubleshooting and repairing or arranging repair of equipment.
- Being a point of contact for users and potential bookers of the Discovery Room and its resources.

### **Reporting To**

LSO Discovery Digital Projects Manager

A Disclosure will be requested from the Disclosure and Barring Service for all persons offered posts within LSO Discovery. The LSO policy covering this process, and the handling and storage of Disclosure information is available on request.

*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 experience and skills:**

- Relevant experience working in a complex audio/visual environment, preferably in an arts organisation.
- Good IT skills, including experience of networking, remote server management and use of command line tools.
- Strong overall technical skills
- Experience audio recording with professional musicians, IP audio, and post-production using software such as pro-tools or logic pro.
- Experience video editing using software such as Premiere pro, Final cut pro, or DaVinci resolve.
- Some knowledge of camera operation for videography or photography
- An interest in classical music and orchestras, the ability to read music, and experience in music education.
- Good team working skills with the ability to coordinate diverse teams of production personnel.
- Strong interpersonal and communication skills and a facilitative approach to people of all skill levels and ages.



# How to Apply



*A workshop at an LSO Discovery Family Concert*

**The closing date for applications is Monday 4 September 2023 at 5pm.**

If you would like to apply for this role, please visit [lso.co.uk/jobs](https://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](mailto:alix.harper@lso.co.uk) for assistance.

If you have any questions about this role, please contact Thomas Attwood, LSO Discovery Digital Projects Manager: [Thomas.Attwood@lso.co.uk](mailto:Thomas.Attwood@lso.co.uk).

First interviews for shortlisted applicants will be held in the week commencing 11 September 2023.

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.

A Disclosure will be requested from the Disclosure and Barring Service for all persons offered posts within LSO Discovery. The LSO policy covering this process, and the handling and storage of Disclosure information is available on request.

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.