



WORK WITH US

Discovery Artist Development Projects Co-ordinator

Recruitment Pack

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## **About Us**

The London Symphony Orchestra performs some 70 concerts as Resident Orchestra at the Barbican Centre every year with its family of artists: Chief Conductor Sir Antonio Pappano, Conductor Emeritus 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.

Through LSO Discovery, our learning and community programme, 50,000 people each year experience the transformative power of music. The home of much of LSO Discovery's work is LSO St Luke's, the LSO's venue on Old Street. In 2025, following a programme of works, we will be opening up the venue's facilities to more people than ever before, with new state-of-the-art recording facilities and dedicated spaces for LSO Discovery.

Our record label LSO Live celebrates its 25th anniversary in 2024/25, and is a leader among orchestra-owned labels. We also share the LSO's performances with millions of people around the world every month through film recordings, streaming services and an extensive programme of live-streamed and on-demand online broadcasts.

## About the Role

LSO Discovery is seeking a proactive and highly organised individual to support and co-ordinate projects within the Artist Development team, which challenges and inspires new generations of performers and composers. The role works closely with three project managers to plan and to deliver the LSO's three composer schemes (the Panufnik Composers Scheme, Soundhub and Jerwood Composer+); the Orchestral Artistry Masters programme in collaboration with the Guildhall School; String Experience scheme for students from London music colleges; Free Friday Lunchtime Concerts, and Pathways, a new scheme for orchestral musicians who have faced barriers to their musical development.

**Reporting To:** Artist Development Projects Manager

**Location:** The LSO's offices are based at the Barbican Centre, London. Hybrid working is available, with a minimum of 3 days per week in the office.

**Hours:** Full time, permanent contract. 37.5 hours per week. Core hours are 9.30am to 6pm, Monday to Friday. Additional evening and weekends are required at LSO concerts, on a rota, with a time-in-lieu policy in place.

**Salary Range:** £26,000 - £28,000

### Company Benefits

25 days annual leave, plus bank holidays.

Interest-free loan for a season travel ticket.

Membership of the company pension scheme as follows:

- In line with auto-enrolment regulations during first year of service.
- 5% enhanced 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).

\* *After completion of one year's employment:*

- Company income protection insurance\*.
- Eligible to opt in non-contributory private healthcare scheme.

### Who You Will be Working With

Head of Orchestral Artistry and two Artist Development Projects Managers

## **Key Responsibilities:**

### **Administration**

- Co-ordinate the Artist Development team calendar and meetings.
- Plan and schedule a wide range of Orchestral Artistry workshops and classes, String Experience patches, and rehearsals, events and concerts for the three composer schemes.
- Co-ordinate the day-to-day administration, planning and scheduling of the String Experience scheme, including the recruitment process.
- Book and liaise with LSO players, including issuing confirmation memos for work.
- Compile and edit project packs and resources, including orchestral repertoire excerpts and musical scores and parts.
- Assist with the recruitment process of the composer schemes.
- Regular liaison with the Guildhall School, other London music colleges, and within the LSO including players, the Library and the Concerts & Operations team and LSO St Luke's.
- A friendly and efficient first point of contact for general enquiries from project participants and students from Guildhall.

### **Event Support**

- Support and assist with the delivery of Artist Development events (in-person and online), including Orchestral Artistry classes, Guildhall Orchestral coaching sessions, Free Friday Lunchtime Concerts and composer scheme concerts as needed.
- Attend evening and weekend events, as required within the nature of the post.

### **Publicity & Marketing**

- Create programmes for Free Friday Lunchtime Concerts and composer scheme concerts.
- Maintain Artist Development webpages and social media, in conjunction with the Marketing team.

### **Records & Databases**

- Update and maintain accurate information in LSO's scheduling system, ArtsVision.
- Compile and maintain efficient database records of project participants.
- Collate guest lists/ticket requests for events as well as mailing lists.
- Collate evaluation material for funders' reports.

## **About You**

We are looking for someone with a minimum of one year's working experience in a similar environment or experience of administering projects in a professional capacity.

You should also have:

An interest in working in music administration.

Knowledge of classical music and orchestras.

Ability to read music.

Ability to prioritise and manage a busy workload and to consistently meet deadlines, while working with 3 separate project managers.

Self-motivated, with strong organisational skills and the ability to use initiative and take responsibility for unsupervised tasks.

Mature and discreet approach to matters of confidentiality.

Excellent attention to detail.

Strong interpersonal skills, with the ability to maintain good relationships with a variety of colleagues across the organisation and stakeholders.

Good level of administrative and IT skills, including MS Office, Zoom and social media management.

A strong commitment to, and knowledge of, music higher education is desirable.

## **How to Apply**

Application deadline: 5pm Monday 23 September 2024

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 and equal opportunities form. If you are unable to complete the application form please contact [nicky.levy@lso.co.uk](mailto:nicky.levy@lso.co.uk) for assistance.

If you have questions about the role, please contact Joyce Lam or Rebecca Ranson, Artist Development Projects Managers at [joyce.lam@lso.co.uk](mailto:joyce.lam@lso.co.uk) or [rebecca.ranson@lso.co.uk](mailto:rebecca.ranson@lso.co.uk)

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.