



# WORK WITH US

## Development Assistant (12-Month Placement)

### Recruitment Pack

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**London Symphony Orchestra**

# About the London Symphony Orchestra



*The LSO with Sir Antonio Pappano 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, 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.

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 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

This is a great opportunity for someone looking to take the first step into the world of arts administration, and fundraising in particular, as part of a 12-month placement. The role will offer an opportunity to work across the whole of the LSO's Development department, gaining experience in all areas of the team's work, including Individual Giving, Corporate fundraising, Events, and Trust & Foundations fundraising.

In return for their commitment, the candidate is offered in-depth training and a rich experience in an ambitious and exciting environment with a world-class performing organisation.

## About Development

The London Symphony Orchestra raises over £3 million per annum from the private sector, with ambitions to grow the income significantly over the next three years. The Development team is responsible for the fundraised income of the Orchestra, which is generated from corporate sponsorship and membership schemes, individual donations, trusts and foundations, special events, and the statutory sector across all aspects of the LSO's activities both in the UK and internationally.

The LSO is fortunate to have a generous and committed family of supporters, and the Development team works to ensure that they are appreciated, inspired and engaged. With the arrival of Sir Antonio Pappano as Chief Conductor of the LSO, it is a particularly exciting time to join the team, as we seek to develop new relationships and generate further support to help make the LSO's ambitious plans possible.

## Location

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

## Hours.

37.5 hours per week. Core hours are 9.30am to 6pm, Monday to Friday. Some additional evening and weekend work will be required.

## Salary

£25,750 per annum

## 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 with enhanced contributions in line with scheme rules.

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

### Project Assistance and Support

- Learn and assist with the administration of membership schemes and the delivery of membership benefits, including ticket bookings, production of guest lists, general preparation for concerts, donor correspondence, data management and financial processing.
- Learn and support with events for the Development team's fundraising, including events for current donors and cultivation events to draw in prospective donors, through assisting in the planning, delivery, and administration processes.
- Opportunity to project manage specific activities as placement progresses.
- Learn and assist with correspondence and mailings across the Development team.

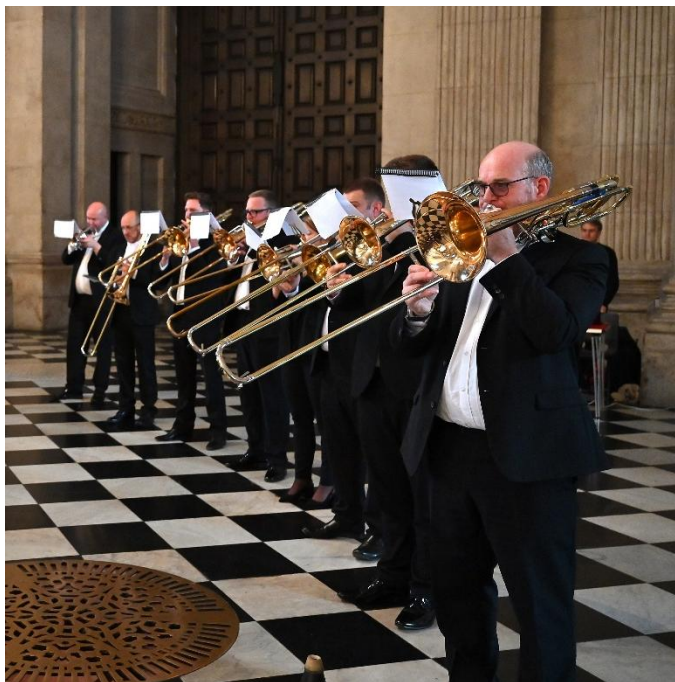
### Other Experience

- Undertaking evening and occasional weekend concert duty, supporting Development hosting and events at the Barbican and occasionally elsewhere.
- Learn and maintain accurate donor and corporate details using the Raiser's Edge database.
- Assisting with other department activities as required.

**What you will gain from the placement:**

- An understanding of the working of a charity and fundraising systems, strategies, and practices.
- Understanding of how to operate as part of a team in a professional environment, including time management and organisational skills
- Developing and practicing administrative and communication skills required across any professional working environment.
- Direct experience engaging with a cross-section of donors, sponsors, fundraisers, and wider arts administration teams.
- Working with professional artists, particularly orchestral musicians.
- Knowledge of planning and management software including fundraising databases for the performing arts, design software and diary management programmes.
- Continued feedback on your progress and opportunities to reflect on learning and future interests.

## About You



*LSO Brass at St Paul's Cathedral*



*LSO East London Academy young musicians*

We are looking for someone with:

- A strong interest in fundraising and relationship management.
- Excellent organisation and administrative skills with meticulous attention to detail.
- Ability to plan effectively, setting up and maintaining systems to make best use of time and resources.
- Ability to work effectively both under own initiative and within a team.
- Flexible attitude to work – prepared to help with other department tasks where necessary and to work on evenings and weekends as required.
- An enthusiastic, ambitious and friendly attitude.
- An enthusiasm for music or the arts.

# How to Apply



*A workshop at an LSO Discovery Family Concert*

**The closing date for applications is 5.30pm on Friday 21 February 2025.**

If you would like to apply for this role, please visit [iso.co.uk/jobs](https://iso.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 Nicky Levy ([nicky.levy@iso.co.uk](mailto:nicky.levy@iso.co.uk)) for assistance.

If you have any questions about this role, please contact Maurice Müller at [Maurice.Mueller@iso.co.uk](mailto:Maurice.Mueller@iso.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, gender, 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.