



WORK WITH US

Schools Programme Manager

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

LSO Discovery is seeking a motivated education manager to take on the role of Schools Programme Manager. The role will lead on all work across our schools programme, including managing relationships with stakeholders including teachers, senior leaders and community partners to collaboratively design and deliver activity for schools; liaising with schools attending Key Stage concerts and INSET days; creating resources and developing teacher training initiatives. The role reports to the LSO On Track Senior Projects Manager.

About LSO Discovery

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

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

£30,000 to £33,000 per annum, depending on 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.

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

- Devise and deliver a range of projects including INSET days for teachers, in-school projects and teacher training programmes in the UK and internationally.
- Working alongside the LSO On Track Senior Projects Manager to support/oversee the development and delivery of the Music in the Classroom teacher training programme and Special Schools programme in east London, supported by the LSO On Track Projects Coordinator.
- Manage and cultivate Schools attendance to the LSO's Key Stage Concert series, working alongside the LSO Discovery Producer, including processing bookings and invoices, liaising with teachers and school teams and creating seating plans.
- Lead a team of freelancers on Key Stage concert days, working alongside Barbican staff to ensure the front-of-house school arrivals run smoothly.
- Work with schools and other partners, as well as LSO Discovery's Digital team to develop materials and online education resources.
- Design and implement effective evaluation of each programme area.
- Contract and manage both LSO musicians and freelance artists, ensuring activity is of a high artistic standard and rigorously administered.
- Ensure all activity with schools is always led in line with LSO's safeguarding policies.
- Keep abreast of recent research, trends and issues that impact music education or present new opportunities for the LSO.

Advocacy, Marketing and Development

- Cultivate and maintain professional relationships with teachers, schools and other education partners, institutions and networks.
- Represent LSO at education symposiums and attend concerts of school and community groups where appropriate
- Work with LSO Marketing to develop, edit and distribute collateral for marketing the programme.
- Manage the recruitment of schools and teachers to the year-long Music in the Classroom CPD programme for Primary Teachers in east London, liaising with Music Hub colleagues as appropriate, and promoting the opportunity to relevant networks.
- Assist with the collation of copy for schools' projects listed in LSO print (such as LSO St Luke's guides and LSO season guides).
- Gather and collate statistical information about Discovery's schools' programme for funders' reports, including regular reporting to Arts Council England.
- Work closely with LSO Development to develop funding applications that support the schools' programme.

Records, Databases and Budgets

- Maintain efficient database records for programme participants.
- Ensure ArtsVision (the LSO's scheduling calendar) is kept up to date with the relevant event details, schedule information and contacts.
- Work with line manager to develop proposed annual schools' budget as part of annual budget process and monitor monthly performance against budget.

Other

- A friendly and enthusiastic first point of contact for general enquiries for schools and partners.
- Any other reasonable duties and support on other LSO Discovery events as may be required

Reporting To LSO On Track Senior Projects Manager

About You



LSO Brass at St Paul's Cathedral



LSO East London Academy young musicians

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

Essential

- An undergraduate degree with significant experience in music education and/or working within an orchestral or other arts education programme.
- Extensive knowledge of the school music curriculum and understanding of relevant educational standards and music education in the UK in general.
- 3 - 5 years of relevant experience in a school or an arts organisation.
- Experience in managing music education projects.
- Knowledge of and interest in classical and orchestral music repertoire.
- Excellent presentation and speaking skills.
- Ability to successfully communicate with a wide range of artists, participants and partners.
- Ability to work both as part of a team as well as working under own initiative.
- Excellent computer skills and familiarity with Microsoft Office.
- Ability to effectively manage and prioritise a workload.
- Experience in Safeguarding and working in the interests of the safety and wellbeing of young and/or students with special needs.

Desirable

- A degree in teaching or other relevant certification.
- Ability to read music and mark up scores.
- Experience of writing for prospective and/or existing donors and funding bodies.

How to Apply



A workshop at an LSO Discovery Family Concert

The closing date for applications is 10 am on Friday 14th February 2025.

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 Nicky Levy (nicky.levy@lso.co.uk) for assistance.

If you have any questions about this role, please contact: Stephanie Hutchinson, Head of LSO Discovery stephanie.hutchinson@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, 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.