



WORK WITH US

Programme Manager - Discovery

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 an experienced Programme Manager to lead and develop the Emerging Artists programme for Instrumentalists. This includes overseeing the Orchestral Artistry project, delivered in collaboration with the Guildhall School of Music and Drama, and managing the LSO's prestigious Conservatoire Scholarships for young artists. The role will report to the Senior Programme Manager, Emerging Artists, and collaborate closely with the Artistic Advisor, Orchestral Artistry.

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 – £35,000 per annum

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

Working closely with the OA Artistic Advisor, Senior Programme Manager, Emerging Artists, and Emerging Artists Projects Co-ordinator and Guildhall School staff, design and deliver the annual Orchestral Artistry programme and Conservatoire Scholarships Scheme.

Schedule and manage events throughout the academic year, including instrumental classes, mock auditions, workshops, masterclasses, conductor Q&As, individual mentoring and tuition sessions

Book and coordinate venues, liaising with Guildhall School and external stakeholders for room bookings. Ensure ArtsVision is up to date with event details and contacts.

Collaborate with LSO Members and hold regular OA Advisory Group meetings with the Artistic Advisor to oversee the direction of the programme and ensure its artistic integrity.

Identify, negotiate fees and book external conductors as required, as well as LSO members/musicians, ensuring activity is of a high artistic standard and rigorously administered.

Coordinate performance and training opportunities for students, including LSO lunchtime concerts, BMW Classics, LSO rehearsal sit-ins, and Discovery projects.

Manage the annual budget, including project expenditure reconciliation and invoicing.

Ensure all student activity follows LSO and Guildhall School safeguarding policies, as well as all Guildhall School's policies and codes of conduct.

Stay informed on trends and research in higher education and music, identifying new opportunities for the LSO and Guildhall School.

Work with Guildhall School and LSO marketing teams to create promotional materials for the Emerging Artists (Instrumentalists) programme.

Gather statistical information for funder reports and support funding applications with LSO Development.

Represent the LSO/Emerging Artists at events and conferences as needed.

Support other LSO Discovery Emerging Artists events as required.

Provide guidance and direction to the Emerging Artists Co-ordinator who supports this work.

About You



LSO Brass at St Paul's Cathedral



LSO East London Academy young musicians

We are looking for someone with:

- **Undergraduate Degree in Music:** A degree in music, with significant experience in music education and/or within an orchestral or higher education programme.
- **Extensive Knowledge of Music in Higher Education:** Strong understanding of educational standards and the music higher education landscape in the UK and internationally.
- **Relevant Experience:** Minimum of 5 years of relevant experience within an orchestra or higher education institution, particularly in music education or artistic programming.
- **Project Management Expertise:** Proven ability to manage complex training or music education projects, ensuring successful delivery and meeting educational goals.
- **Repertoire Knowledge:** In-depth knowledge of classical and orchestral music repertoire, with the ability to read and mark up music scores.
- **Strong Communication Skills:** Proven ability to communicate effectively with a wide range of artists, participants, and partners, tailoring communication style as needed.
- **Team Collaboration & Initiative:** Strong interpersonal skills and a team-focused mindset, with the ability to work effectively with internal colleagues and external partners.
- **Administrative Skills:** Highly organised with excellent computer skills, particularly in Microsoft Office and Teams, and the ability to effectively manage and prioritise a busy workload.
- **Safeguarding Knowledge:** Experience in safeguarding practices, with a commitment to the safety and well-being of young artists and students, including those with additional needs.
- **Passionate About Music and Education:** A deep commitment to nurturing young artists and supporting educational development within orchestras.

Desirable:

- **Postgraduate Music or Education Degree:** A postgraduate qualification in music, music education, or a related field.
- **Fundraising and Development Experience:** Experience writing for prospective or existing donors, funders, and funding bodies, particularly in the arts sector.

How to Apply



A workshop at an LSO Discovery Family Concert

The closing date for applications is 12pm on Friday 4 April 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 oli.mcginnes@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.