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WORK WITH US

Digital Archivist – fixed term until May 2027 with potential for permanent

Recruitment Pack

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About the London Symphony Orchestra A person in a suit with a hand raised in front of a group of people

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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  
The LSO is actively expanding its digital offer through the work of LSO Live, Discovery and Marketing and is running a Digital Asset Management project to provide greater access to its digital content assets across the organisation and in commercial, non-commercial and academic contexts.

The DAM will contribute to more efficient ways of working, help generate new income, enhance creativity across the organisation and assist LSO teams to find, collate and use a wide range of digital content generated by key stakeholders.

To assist with this detailed and essential work, we are now looking for a Digital Archives Coordinator who will support the DAM system by ensuring the transfer of data is both accurate and in line with deadlines, working closely with several colleagues to agree the correct approach, whilst ensuring the DAM is championed across the organisation.

About LSO Live  
Launched in 1999, the London Symphony Orchestra’s own record label, LSO Live, was the first of a new breed of artist-owned labels which have helped revitalise the market for classical music. LSO Live recordings are owned by the Orchestra itself. The players, conductors and soloists are stakeholders in the recordings on which they appear.

LSO Live is dedicated to making exciting recordings that have the power to reach and inspire new audiences, and has over 200 recordings in the catalogue so far—from popular new releases such as Janáček’s Katya Kabanova with Sir Simon Rattle and Ayanna Witter-Johnson’s collaborative album, Ocean Floor, with the LSO Percussion Ensemble; to perennial favourites including Handel’s Messiah with Sir Colin Davis and Verdi’s Requiem with Gianandrea Noseda.

Throughout its history, LSO Live has always been at the forefront of digital recording. The label works closely with some of the world’s leading producers and sound engineers and was the first classical label to make its entire catalogue available for download. In the years since, the label has enabled the London Symphony Orchestra to extend its reach far beyond the concert hall, and to share its performances with millions of people around the world every month through music streaming services, digital partnerships, and an extensive programme of live-streamed and on-demand online broadcasts.

Since collecting its first Grammy Award in 2002, the label has won numerous international prizes including Gramophone Awards, BBC Music Magazine Awards, Classical Brit Awards, Opus Klassik, Chocs de l’année, International Opera Award and Preis der deutschen Schallplattenkritik.

In addition to its promotion of LSO recordings, LSO Live also manages a group of independent partner labels, which includes percussionist Colin Currie, the Choir of King’s College, Cambridge, The Cleveland Orchestra, National Symphony Orchestra, Washington DC and Melbourne Symphony Orchestra.

About the Role

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| Ayanna Witter-Johnson performing at the Barbican  Ayanna Witter-Johnson performing at the Barbican | A Lunchtime Concert at LSO St Luke’s  A Lunchtime Concert at LSO St Luke’s |

**Role Duration**

Fixed term until May 2027 with potential to be permanent.

**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).

Key Responsibilities

You will play a key role in the effective planning, management and delivery of the LSO’s Digital Asset Management System, working from the initial organisation of existing assets and ingest of outstanding and future digital content, and their subsequent sharing, re-use and dissemination to both colleagues and external partners.

You will support the development and management of an ambitious digital media collection to ensure the LSO’s born-digital and digitised content is well-described, securely managed and made more accessible by adapting and improving protocols. You will have day-to-day responsibility for managing large ingests, including LSO Live recordings, audiovisual productions, and the short-form content we share on social media and other platforms. You will also support the digital content team’s ambitions to make these digital collections more visible and discoverable, both within the LSO and via greater online access through commercial and non-commercial partnerships.

Digital preservation:

Support the broader digital content team in:

• Ingesting born-digital media assets into the LSO’s digital solution, Iconik, including complex audio and audiovisual file items

• Developing workflows and guidance covering all aspects of the London Symphony Orchestra’s digital preservation work, in both written and audiovisual format

• Developing policies for file format migration as part of long-term preservation planning

• Supporting the rollout of training across the key stakeholders

• Manipulating large datasets and using AI-prompts to sort, display or extract data, including inputting copyright or rights permissions

• Developing a custom script (possibly AI-supported), including modifying existing protocols where applicable

• Quality checking items both prior to, and post-ingest, and troubleshooting issues as they arise

• Supporting the LSO’s transition from reliance on older storage media types

• Participate fully in cross-department working

Collections Management

• Working in collaboration with the key stakeholders in Live, Discovery and Marketing:

• Cataloguing digital media assets in line with departmental (or organisation-wide) policies

• Contribute to the removal of duplicated or obsolete digital media assets to free up existing storage space

• Supporting the timely transfer of digital media assets to the Archive from departments, including maintaining and updating guidance for other departments and regularly liaising with departmental contacts about transfers

• Encouraging good practice around metadata tagging

About You

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| --- | --- |
| LSO Brass at St Paul’s Cathedral  LSO Brass at St Paul’s Cathedral | LSO East London Academy young musicians  LSO East London Academy young musicians |

We are looking for someone with:

Confidence in using complex software products

Experience of working with large volumes of digital assets

Knowledge of digital media storage concepts and processes

Excellent organizational skills with proven delivery to deadlines

Ability to use own initiative, showing a proactive approach to work

Understanding of scripting and/or coding. Understanding of AI prompts would be desirable

Understanding of the arts and culture sector in the UK

How to Apply

The closing date for applications is 12.00 pm on Friday 8th August 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: Becky Lees, Director of LSO Live, becky.lees@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.