Logo, icon

Description automatically generated

WORK WITH US

Facilities & Stage Assistant  
Fixed Term Contract until September 2026

Recruitment Pack

Contents

2 About the London Symphony Orchestra  
3 Working at the London Symphony Orchestra  
4 About the role  
6 About you  
7 How to apply

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

Description automatically generated

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 St Luke’s Facilities & Stage Assistant is part of the team responsible for the maintenance and housekeeping operations at the London Symphony Orchestra’s flourishing music education centre, performance space and events venue.

The Facilities & Stage Assistant will be a self-motivated and proactive person, able to work on their own initiative, take on responsibility and to fit into a small team working to a consistently high standard.

About LSO St Lukes  
LSO St Luke’s, LSO music education centre, adds a unique dimension to the work of the Orchestra, being the home of LSO Discovery, LSO rehearsals, and a substantial public concert programme, with many performances broadcast by the BBC. A beautiful and flexible space with excellent technical facilities, the venue generates income by attracting a range of artistic, corporate and private hires which contributes to the cost of running and maintaining the Grade 1 Listed building to a high standard.

LSO St Luke’s has recently been closed for major refurbishment to improve our amenities, to become more accessible, support our growing programme and reach more people than ever before. We plan to reopen in Autumn 2025. Our vision is to improve our education amenities for LSO Discovery, to improve our spaces to support the diverse activity at LSO St Luke’s, Improve the acoustics and support the LSO’s growing digital programme of audio and visual recording.

**Role Duration**Fixed term for one year.

Location  
Based at LSO St Luke’s

Hours.  
37.5 hours per week. Your hours are rota’d at least 3 weeks in advance and will include evenings and some weekends.

Salary  
£27,000 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  Ayanna Witter-Johnson performing at the Barbican | A Lunchtime Concert at LSO St Luke’s  A Lunchtime Concert at LSO St Luke’s |

Key Responsibilities

• Working with the Facilities Manager, to assist when required the managing of the fabric of the Grade 1 Listed building, including minor maintenance where necessary, and to assist with the maintenance of fixtures, fittings and equipment, ensuring LSO St Luke’s is presented to the highest standard.

• Assist with maintenance planning, and stock control of spare parts

• To re-lamp as necessary around the building, and carry out monthly emergency lighting tests

• To be a key-holder for the building, and to assist with managing the security of the premises and to act as an out-of-hours key-holder for call-out in emergencies.

• To liaise with the Gardening contractors and Cleaning contractors

• To carry out occasional general housekeeping duties (including waste disposal, and cleaning tasks), and ensuring that all equipment, furniture and instruments are stored in a safe and easily accessible manner.

• To be able to programme the weekly settings for the BMS (Building Management System) to keep the building climatically controlled. Tuition will be given.

• To be able to engage with other building systems such as ventilation and heating and lifts.

Stage

• Collaborate with the Stage management team to set staging, furniture and equipment for events.

• To undertake load-ins and load-outs, supervising freelance and casual staff as required.

• Assisting the Stage management team in ensuring the building is ready for Orchestra rehearsals.

• Supporting the Events team during events in general assistance

• Carry out refurbishment of staging equipment where necessary.

• Take on a core role in the summer maintenance period at LSO St Lukes.

• To be responsible for the safety of orchestral instruments and technical equipment whilst in the care of the stage management team.

• Undertake basic stage and room plans using Visio- training will be provided

Health and Safety

• To Act as Duty Fire Officer or Duty Manager when required as part of the building’s emergency procedures and assist with the day-to-day operational staffing of LSO St Luke’s.

• To be responsible for your personal health and safety, and for that of other persons that may be affected within your working environment, in accordance with LSO St Luke’s health and safety procedures and other operational codes of practice.

• Contribute to Risk Assessments and Safe Systems of work, ensuring all works are undertaken in accordance with legislation, the LSO St Luke’s Health and Safety Policy and agreed safe systems of work

• To work at height when required, carrying out support for the Technical Team when they are rigging. Training will be given.

• To act as a qualified first aider for the venue

Other

• Work flexibly as part of the LSO St Luke’s team and undertake other tasks pertinent to the post as may be reasonably requested by the Operations Manager, Technical Manager and Venue Manager.

• To undertake relevant administrative duties as required including manning Artist Entrance and SW Entrance from time to time as requested.

About You

|  |  |
| --- | --- |
| 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 |

**Essential**

• Practical experience in building maintenance, facilities, or similar hands-on role

• Basic understanding of electrical, plumbing, or handyman skills

Well-presented with good interpersonal and communication skills.

• Excellent organisational and time-management skills with meticulous attention to detail and consistent high standards.

• Able to work on their own initiative, to a high standard with a ‘can do’ attitude.

• A composed, positive personality, able to work well with colleagues and handle working in a busy, demanding environment.

• A good problem solver with desire to acquire new skills.

• Willingness to undertake routine tasks along with the engaging ones.

• Physically able to work at height, perform manual handling tasks and work in restricted spaces. Day to day tasks will include lifting, carrying and working on ladders.

• Experience of Microsoft Outlook, Word, Excel, Visio and Teams

**Desirable**

• Knowledge of listed building regulations

• Relevant qualifications in plumbing, electrical work, and working at height

• Knowledge and experience working with Mechanical and Electrical facilities such as BMS, Heating and Ventilation

Experience of supervising others.

• An understanding and application of electrical safety, with a basic understanding of power distribution

• Workshop skills in carrying out repairs

• First Aid at Work qualification

How to Apply

The closing date for applications is 12.00 pm on Friday 15th 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: Anne Basley, Facilities Manager, anne.basley@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.