



WORK WITH US

Player Fees Coordinator

Recruitment Pack

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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

An important part of the Finance Team's work is the payment of fees to the freelance musicians including those who play in the Orchestra, work with LSO Discovery or perform at other concerts and events. The Player Fees Coordinator will be the musicians' key point of contact for financial and related matters and will have primary responsibility for processing the player fees for all aspects of the LSO's work working alongside the Finance Manager to ensure that all payments are calculated accurately and paid promptly.

Because the LSO's musicians are self-employed, payments are processed using a bespoke fees system according to tight deadlines on both a fortnightly and monthly basis. The fee structure is complex and whilst much of the fees processing is automated, an important part of the role is checking the system inputs and outputs to ensure that players' fees are correct before being paid. Follow up work includes distribution of self-billing invoices and recording transactions on the accounting system (Access Dimensions).

This is a unique role requiring an understanding of the workings of an orchestra, and the ability to understand and apply complex rules for fee calculations. The successful candidate will be used to working methodically and to a high degree of accuracy, and able to consistently meet key deadlines. This is not a pure finance role, and previous accounting knowledge is not essential, although the ability and willingness to learn basic accounting principles is

required. Full training will be given, but the ability to pick up policies and processes quickly will be important.

This role offers responsibility and ownership over an essential part of the LSO's finance systems, with close interaction with colleagues from the Concerts and Discovery departments as well as with the LSO's musicians.

Location

Based at the Barbican

Hours.

37.5 hours per week. 9.30 am – 6.00 pm Monday – Friday with at least 3 days in the Barbican.

Salary

£28,000 - £32,000 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

- Be responsible for the fortnightly processing and payment of the LSO's main Player Fees and ensure all information has been submitted and authorised by the Personnel Managers on a timely basis.
- Be responsible for the monthly processing and payment of Player Fees for LSO Discovery and ensure all information has been submitted and authorised by the relevant Project Managers on a timely basis.
- Be responsible for the annual processing and payment of player and artist profit distribution including closely liaising with the LSO's record label, LSO Live.
- Upload all Player Fees data and make monthly entries into the accounting system on a timely basis.
- Reconcile the Player Fees control accounts and other related balance sheet accounts on a monthly basis.
- Ensure UK Withholding Tax is deducted from non-UK players and foreign withholding tax is calculated & deducted for overseas touring including Spanish, French and German taxation.
- Monitor and process adjustments required to payments to players on the fixed pay scheme.
- Distribute players' digital self-billing invoices, end of year tax forms (46R) annually and ad hoc tax reports (e.g. for overseas taxes).
- Plan and agree the timing of future fees periods and payment schedules on a rolling basis and communicate dates to LSO Members and relevant departments.
- Ensure that standing data within the Player Fees System, particularly fee rates, is accurate and up-to-date at all times.
- Maintain and update the Player Fees procedures manual.

- Produce fee and player attendance analysis on a regular basis, and other related reports.
- Complete and submit the annual HMRC performer statutory return.
- Manage and process requests from LSO Members for instrument purchase loans, prepare the relevant paperwork and update and monitor the individual repayment schedules.
- Issue updated instrument purchase loan schedules to LSO Members on an annual basis.
- Reconcile the instrument purchase loan balance sheet accounts on a monthly basis.

Other

- Update the LSO's database for changes in address or contact details for players.
- Assist the Finance Manager with other administrative work as required.
- Any other duties that may be reasonably be requested.

About You



LSO Brass at St Paul's Cathedral



LSO East London Academy young musicians

Essential

- An understanding of the workings of an orchestra and an interest in classical music
- Graduate Degree
- Numerate and the ability to consistently work to a high level of accuracy in a calm, professional manner.
- Highly organised and able to consistently meet deadlines
- Confident and able to work effectively with a wide range of people
- Previous experience of using Microsoft office including Excel

Desirable

- Experience of understanding and applying complex rules/principles
- Experience of working with self-employed artists
- Previous experience of working in a similar arts organisation
- Some practical or theoretical accounting knowledge or experience of using an accounting software package
- Intermediate to advanced Microsoft excel skills including experience using v-lookup, pivot tables and 'if' functions

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: Sinead Lucas, sinead.lucas@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.