



WORK WITH US

Tours Assistant/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 Conductor Gianandrea Noseda, 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, Trusts and Foundations 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

Department Summary

The LSO Concerts Department requires a Tours Assistant/Co-ordinator to support the three Tours Managers with the organisation and day-to-day preparation of the LSO's overseas tours and UK concerts. This role is part of the Concerts department.

Location Based at the Barbican

Hours 37.5 hours per week. Monday – Friday. We operate a hybrid working policy of 3 days per week in the office and 2 from home.

Salary £27,000 - £30,000 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.

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

Role Overview

- Create and update hotel, flight, train, passport and personnel lists for tours on LSO database, including gathering information from the Orchestra
- Prepare, label and assist distributing electronic train/flight tickets, assist in creating seating plans
- Update and maintain the LSO diary and database (ArtsVision) including liaising with the LSO IT Manager on future development of the LSO database
- Coordinate visa applications, under the supervision of the LSO tours managers, including researching and attending Embassies as necessary
- Assist with instrument freight documents for overseas tours (e.g. ATA carnets, musical instrument passports), under the supervision of the LSO tours managers
- Put together electronic tour packs prior to each tour and assist in preparing pages for tour schedules
- Prepare and follow-up cost estimates, contracts, technical riders and invoices for tours and UK concerts
- Research logistics for overseas tours including travel (flights, trains and coaches), hotel information and per diem rates for the Orchestra
- Liaise directly with concert promoters/venues abroad, travel agents and artist agents to assist with preparations and logistics for upcoming tours
- Manage the LSO's A1 database, and assist players applying for A1 certificates for overseas tours
- Assist players with 2nd passport applications and respond to general players' enquiries
- Provide administrative support to the Tours Managers

- Preparing the Per Diems list for the tour and liaise with the LSO finance department

ADDITIONAL DUTIES

- Carry out concert duty for UK & Barbican concerts on occasion
- Carry out any other duties that may be reasonably required.
 - When necessary, undertake short tours under the supervision of the LSO tours managers

About You



LSO Brass at St Paul's Cathedral



LSO East London Academy young musicians

EXPERIENCE AND SKILLS REQUIRED

- At least six months relevant experience, preferably gained in the Arts sector
- Excellent organisational and administrative skills with meticulous attention to detail
- Excellent ability to manage and prioritise a workload with multiple demands
- Excellent interpersonal and communication skills, both written and verbal
- Highly motivated to work effectively both under own initiative and within the team to achieve necessary goals
- Adept with Microsoft Office, email, internet and able to learn new programmes quickly (such as the LSO database, ArtsVision)
- Good level of numeracy
- Ability to function well as part of a close-knit team
- Flexible attitude to work – prepared to help out with other department tasks where necessary and to work outside of usual working hours
- Confident, polite and friendly manner
- General classical musical knowledge

How to Apply

The closing date for applications is 12.00 pm on Wednesday 19th November 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: oli.mcginnes@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.