



WORK WITH US

Emerging Artists Project Coordinator

Recruitment Pack

Contents

- 2 About the London Symphony Orchestra
- 3 Working at the London Symphony Orchestra
- 5 About the role
- 7 About you
- 8 How to apply

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

LSO Discovery is seeking a proactive and highly organised individual to support and co-ordinate projects within the Emerging Artists team, which challenges and inspires new generations of performers and composers. The role works closely with three programme managers to plan and to deliver the LSO's three composer schemes (the Helen Hamlyn Panufnik Composers Scheme, Soundhub and Jerwood Composer+); the Orchestral Artistry Masters programme in collaboration with the Guildhall School; String Experience scheme for students from London conservatoires; Free Friday Lunchtime Concerts; and Pathways, a scheme for orchestral musicians who have faced barriers to their musical development.

Reporting To: Senior Programme Manager, Emerging Artists

Location: The LSO's offices are based at the Barbican Centre, London. Hybrid working is available with a minimum of 3 days per week in the office.

Hours: Full time, permanent contract. 37.5 hours per week. Core hours are 9.30am to 6pm, Monday to Friday. Additional evening and weekends are required at LSO concerts, on a rota, with a time-in-lieu policy in place.

Salary Range: £29,000 - £30,500

Company Benefits

25 days annual leave, plus bank holidays.

Interest-free loan for a season travel ticket.

Membership of the company pension scheme as follows:

- In line with auto-enrolment regulations during first year of service.
- 5% enhanced employer contributions and 2% employee contributions after 1 year's employment.

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).

** After completion of one year's employment:*

- Company income protection insurance*.
- Eligible to opt in non-contributory private healthcare scheme.

About the Role



Ayanna Witter-Johnson performing at the Barbican



A Lunchtime Concert at LSO St Luke's

Role Overview

Key Responsibilities:

Administration

- Co-ordinate the Emerging Artists team calendar and meetings.
- Plan and schedule a wide range of Orchestral Artistry workshops and classes, including shadowing opportunities in other Discovery projects; String Experience patches; Pathways coaching sessions; and events, rehearsals and concerts for the three composer schemes.
- Co-ordinate the day-to-day administration, planning and scheduling of the String Experience scheme, including the recruitment process.
- Book and liaise with LSO players, including issuing confirmation memos for work.
- Compile and edit project packs and resources, including orchestral repertoire excerpts, musical scores and parts.
- Assist with the recruitment process of the composer schemes and support the production of composer-led concerts.
- Liaise regularly with the Guildhall School, other London music colleges, and within the LSO including players, the Library, the Concerts & Operations team and LSO St Luke's.
- A friendly and efficient first point of contact for general enquiries from project participants and students from Guildhall.

Event Support

- Support and assist with the delivery of Emerging Artists events, including Orchestral Artistry classes and workshops, Guildhall Orchestral coaching sessions, Friday Lunchtime Concerts, and composer scheme concerts as needed.

- Attend evening and weekend events, as required within the nature of the post for which time off in lieu (TOIL) is given.

Publicity & Marketing

- Create digital programmes for composer scheme concerts.
- Maintain Emerging Artists webpages in conjunction with the Marketing team.

Records & Databases

- Update and maintain accurate information in LSO's scheduling system, ArtsVision.
- Compile and maintain efficient database records of project participants.
- Collate guest lists/ticket requests for events as well as mailing lists.
- Collate evaluation material for funders' reports.

About You



LSO Brass at St Paul's Cathedral



LSO East London Academy young musicians

EXPERIENCE AND SKILLS REQUIRED

We are looking for someone with a minimum of one year's experience working in a similar environment or experience of administering projects in a professional capacity.

You should also have:

A strong interest in working in music administration.

Knowledge of classical music and orchestras.

An interest in contemporary classical music is desirable.

Ability to read music.

Ability to prioritise and manage a busy workload and to consistently meet deadlines, while working with three separate programme managers.

Self-motivation, with strong organisational skills and the ability to use initiative and take responsibility for unsupervised tasks.

Mature and discreet approach to matters of confidentiality.

Excellent attention to detail.

Strong interpersonal skills, with the ability to maintain good relationships with a variety of colleagues across the organisation and stakeholders.

Good level of administrative and IT skills, including MS Office, Zoom and social media management.

A commitment to Equity, Diversity and Inclusion.

A strong commitment to, and knowledge of, music higher education is desirable.

How to Apply

The closing date for applications is 12.00 pm on Monday 19th January 2026.

First round interviews will be held on Thursday 22nd January 2026.

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: Rebecca.ranson@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.