



WORK WITH US

Programme Manager, Communities

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

LSO Discovery is seeking a proactive, creative, thoughtful and highly organised individual to manage and support projects within the Community programme. With creative communities forming a central pillar of the three strands within LSO Discovery, this role will be key to supporting the LSO's strategic work in community and health settings and at LSO St Luke's. Working across a range of projects, the role will support the Senior Programme Manager and Deputy Head while also taking the lead on managing a number of projects independently.

Reporting To: Senior Programme Manager and Deputy Head

Location: Based at the LSO's offices at the Barbican Centre, with the option to work remotely for up to two days per week. Many projects take place at LSO St Luke's and in other locations within London, as required by the Community programme.

Hours: Full time, permanent contract. 37.5 hours per week. Core hours are 9.30am to 6-00 pm, 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: £33,000 - £36,000

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).

About the Role



Ayanna Witter-Johnson performing at the Barbican



A Lunchtime Concert at LSO St Luke's

Role Overview

Key Responsibilities:

Project Management and Administration

Providing strategic planning, operational management, and on the ground delivery for a range of Early Years, Inclusive and Creative Health projects, as well as supporting the delivery of projects run by the Senior Programme Manager, including:

- Liaison with artists, players and community partners to devise programmes, projects and schedule activities
- Liaising with LSO St Luke's staff with the organisation and set-up of events at the venue
- Communication and liaison with programme participants, incorporating the ideas and views of participants into projects where possible and taking into account the varied needs of programme participants
- Booking LSO artists and players
- Designing and implementing effective evaluation of each programme area
- Planning and curating public events and activities
- Event managing individual workshops, visits and concerts as part of the Community programme, welcoming participants and providing pastoral care, as well as communicating with and briefing supporting colleagues and volunteers
- Managing the transport of LSO Discovery instruments and equipment for external workshops as needed, including booking couriers, arranging collection, drop-off and storage
- Supporting other events in the LSO Discovery programme by agreement with the Senior Programme Manager
- Managing the creative health player reflection/artist supervision programme

- Keeping abreast of recent research, trends and issues that impact creative health/inclusion or present new opportunities for the LSO.

Publicity and Marketing

- Inviting and encouraging audience attendance at Community related concerts, with engaging and relevant digital mailings
- Assisting with the collation of copy and updating the LSO Marketing team with developments in the Community Programme to ensure all print and website information represents the current activity
- Creating programmes and publicity material for Community projects where required

Development

- Working closely with Development team colleagues to support their fundraising efforts for Community projects in line with the Programme theory of change
- Collating evaluation material and statistical information about Discovery projects for funders' reports, including regular reporting to the Arts Council
- Ensuring funding criteria are met and stakeholders are kept informed of developments

Financial Records and Databases

- Drafting and refining project budgets
- Monitoring project expenditure for some projects, reflecting in monthly budget forecasts and reporting to the Community Senior Programme Manager
- Coding and signing off invoices and checking internal financial memos
- Updating and maintaining accurate information in the LSO's scheduling system, ArtsVision
- Compiling and maintaining efficient database records of project participants
- Collating guest lists/ticket requests for events as well as mailing lists
- Checking the LSO musicians' booking schedule to ensure information about LSO Discovery Community activity is always accurate and up-to-date.

Other

- A friendly and responsive first point of contact for general enquiries for the Community programmes
- Attendance and managing of evening and weekend concerts and events are required within the nature of the post
- Opportunities to represent LSO Discovery on cross-departmental groups or projects
- Any other reasonable duties and support on other LSO Discovery activities and administration as may be required
- Working within the LSO Safeguarding policy and guidelines, and ensuring the safety and wellbeing of under 18s and adults at risk is embedded into projects

About You



LSO Brass at St Paul's Cathedral



LSO East London Academy young musicians

EXPERIENCE AND SKILLS REQUIRED

We are looking for an individual with the following experience and skills:

- A minimum of five years of relevant professional experience, preferably in an arts organisation
- Experience of managing or administering participatory projects
- A strong commitment to creative health, participation and co-production
- A commitment to and interest in developing the music sector's commitment to diversity and inclusion
- An understanding of the requirements of working with vulnerable participants, with a friendly and flexible approach to communicating and supporting them
- Ability to successfully communicate with a wide range of artists, participants and partners.
- Experience in the practical application of Safeguarding and Health and Safety best practice, particularly in relation to working with children and vulnerable adults
- A can-do approach, with ability to use initiative and take responsibility for unsupervised projects
- Ability to effectively manage and prioritise a busy workload
- Mature and discreet approach to matters of confidentiality
- Excellent communication skills, both verbal and written
- Excellent computer skills, including familiarity with Microsoft Office
- Excellent attention to detail
- Knowledge of classical music and orchestras

How to Apply

The closing date for applications is 12.00 pm on Friday 8th May 2026.

Interviews will be held remotely on Monday 11th and Tuesday 12th May, with second round interviews on 14th May, at the LSO's offices at the Barbican Centre.

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.

For information about the role, please contact Natasha Krichefski, Senior Programme Manager and Deputy Head of LSO Discovery natasha.krichefski@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.