



WORK WITH US

LSO St Luke's Event Co-ordinator

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 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 Event Coordinator is responsible for managing a portfolio of events and ensuring their successful delivery. This includes overseeing LSO Discovery projects at LSO St Luke's, supporting the artistic programme of concerts and performances, both internally and externally promoted, and coordinating a range of commercial events. The role is central to ensuring the smooth, professional and welcoming running of activity across the venue.

The role includes acting as Duty Manager during events, taking overall responsibility for the safe and effective operation of the venue and the wellbeing of everyone on site. The Event Coordinator is a key point of contact for internal enquiries from the LSO Discovery team, alongside selected artistic and commercial hires.

A primary focus of the role is the delivery of LSO Discovery activity at LSO St Luke's. This includes managing enquiries, arranging site visits, preparing and negotiating contracts, liaising with suppliers, and ensuring all event arrangements are in place in advance. Once events are confirmed, the Event Coordinator leads on their planning and delivery, coordinating all logistical and operational requirements through to successful completion.

The Event Coordinator reports to the Venue Manager and works closely with the Discovery team on longer-term projects, as well as a range of administrative and financial responsibilities. As part of a venue that operates throughout the year, the role requires flexibility, including regular evening and weekend work in line with the programme of events.

About LSO St Luke's

LSO St Luke's is the LSO's music education centre and home to LSO Discovery, orchestral rehearsals and a substantial public concert programme, with many performances broadcast by the BBC. This beautiful, flexible Grade I listed venue also hosts artistic, corporate and private events, generating income to support its operation and maintenance. Following a major refurbishment, LSO St Luke's has improved accessibility, education and performance spaces, acoustics, visitor amenities, and facilities for the LSO's growing programme of audio and visual recording.

Role Duration

Permanent

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

£28,900 - £30,000 per annum

Benefits

25 days annual leave, plus bank holidays.

Interest-free loan for a season travel ticket.

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

Events, Sales and Operational

- Field internal and external enquiries via email, telephone and in person. Advise on suitability, hire details, pricing and availability.
- Take bookings, negotiate hire packages, and undertake show-rounds and meetings.
- Event manage bookings, liaise with clients and contractors to ascertain requirements, disseminate information to the LSO St Luke's team well in advance of each event and produce all necessary paperwork and oversee events as they happen.
- Duty manage a variety of LSO Discovery projects, internally and externally-promoted concerts, as well as some corporate/private events.
- Manage a team of stewards when duty managing. Assist with the scheduling, booking and payment of stewards when requested by the Venue Manager.
- Assist in keeping the LSO St Luke's diary up to date under the guidance of the Venue Manager. Regularly input and update details of forthcoming bookings.
- Arrange and undertake site visits as determined by enquiries.
- Prepare floor plans alongside the Stage Manager and provide occasional assistance with set-ups.
- Set up ticketed events and liaise with the Barbican Box Office, field ticketing enquiries and provide sales information as necessary.
- Prepare contracts for external clients and produce other appropriate event-related documentation.
- Liaise with caterers for internal and external events

Administration

- Work at the Artist Entrance when required to meet clients, artists, participants, staff and contractors. Act as an ambassador for the LSO, making visitors feel welcome and presenting a professional image at all times. Ensure the area is tidy, welcoming and free of obstructions.
- Sort and distribute incoming post and oversee deliveries / collections and inform the appropriate member of staff.

- Answer telephone calls and respond to emails, dealing with general enquiries and transferring specific queries when necessary.
- Produce invoices and internal memos for own events, or when requested by the Venue Manager.
- Assist with the collation and submission information for the venue's quarterly submissions to the Performing Rights Society.
- Assist the Venue Manager in collating statistical and other reporting information as required by senior staff and external organisations.
- Undertake general administrative and financial tasks as requested by the Venue Manager or Head of LSO Discovery.

Other

- Ensure LSO St Luke's adheres to necessary licensing legislation, acting as a personal licence holder when required.
- Act as a qualified first aider for the venue.
- Act as Panel Monitor and Duty Fire Officer when required as part of LSO St Luke's emergency procedures and assist with the day-to-day operational staffing of the venue. This will include occasional assistance with set-ups, including cloakroom facilities and equipment deliveries when required.
- Deputise for the Venue Manager when required.
- Work flexibly as part of a small team and undertake other tasks that the Venue Manager may reasonably request.
- Carry out the responsibilities of the job in line with LSO Productions Health & Safety Policy and other operational codes of practice.

About You



LSO Brass at St Paul's Cathedral



LSO East London Academy young musicians

Essential

- Event management and planning experience (2 years+)
- Ability to work effectively both independently and as part of a team
- Experience of the following IT software – MS Excel, Word and Outlook
- Ability to work to tight deadlines and excellent attention to detail
- Strong interpersonal skills, with the ability to maintain good relationships with a variety of colleagues across the organisation and stakeholders.

Desirable

- Experience in using Arts Vision booking system and Visio or CAD site plans software.
- Technical understanding of audio-visual systems, lighting and staging rigs
- Personal license holder
- First Aider
- Experience in Safeguarding
- An interest in classical music
- A commitment to Equity, Diversity and Inclusion

How to Apply

Application deadline: 12pm Sunday 6 September 2026

Interviews will be held in the week beginning 14 September 2026.

If you would like to apply for this role, please visit the LSO Careers page, where you will be asked to complete our application and equal opportunities form. If you are unable to complete the application form, please contact Oli McGinnes (oli.mcginnes@lso.co.uk) for assistance.

If you have questions about the role, please contact Sabina Noble, LSO St Luke's Venue Manager (sabina.noble@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, sex, 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.