

London **Philharmonic** Orchestra

PA to the Executive / Office Administrator **Information for Candidates**

1. Background Information

Recognised today as one of the finest orchestras on the international stage, the London Philharmonic Orchestra balances a long and distinguished history with a reputation as one of the UK's most forward-looking ensembles. As well as its concert performances, the Orchestra also records film soundtracks, releases CDs on its own record label, and enhances the lives of thousands of people every year through activities for families, schools and local communities. In 2017 Vladimir Jurowski celebrated his tenth anniversary as the Orchestra's Principal Conductor. Edward Gardner is currently Principal Conductor Designate, and will take up the position when Jurowski's tenure concludes in September 2021

The Orchestra is resident at Southbank Centre's Royal Festival Hall in London, where it gives around 40 concerts each season. Throughout 2019 we celebrate the music of Britain in our festival *Isle of Noises*, exploring music from and inspired by the British Isles, from Purcell to the present day. 2020 will see a new series entitled *2020 Vision*, which features some of the most exciting works written since 2000, each combined in concert with pieces composed exactly 100 and 200 years earlier.

The London Philharmonic Orchestra has recorded many blockbuster film scores, from *The Lord of the Rings* trilogy to *Lawrence of Arabia*, *The Hobbit: An Unexpected Journey* and *Thor: The Dark World*. It also broadcasts regularly on television and radio. The LPO recording label has over 100 titles. Its work at the forefront of digital technology has enabled it to reach millions of people worldwide every month: all its recordings are available to download and stream and, as well as a YouTube channel and podcast series, the Orchestra has a lively presence on social media

The Orchestra gives 30-40 international performances each year, playing to sell-out audiences worldwide. In 1956 it became the first British orchestra to appear in Soviet Russia and in 1973 made the first ever visit to China by a Western orchestra. There are regular appearances in North America, Europe and the Far East and we often headline at major festivals. Future tours include visits to China, Germany and the USA. Every summer, the Orchestra takes up its annual residency at Glyndebourne Festival Opera, where it has been Resident Symphony Orchestra for over half a century. In addition the Orchestra has flourishing residencies in Brighton and Eastbourne and performs regularly around the UK.

The London Philharmonic Orchestra recently celebrated the 30th anniversary of its Education and Community department, whose work over three decades has introduced so many people of all ages to orchestral music: Our dynamic and wide-ranging programme provides first musical experiences for children and families; offers creative projects and professional development opportunities for schools and teachers; inspires talented teenage instrumentalists to progress their skills; and develops the next generation of professional musicians.

2. The Role

Job Title:	PA to the Executive / Office Administrator
Reports to:	Chief Executive
Location:	London Philharmonic Orchestra, 89 Albert Embankment, London, SE1 7TP
Hours:	9:30am - 5:30pm, Monday-Friday, plus concerts and events as necessary (evenings and some weekends)
Probation	Six months

3. Principal Responsibilities

This is a key role in ensuring the smooth running of the London Philharmonic Orchestra. The post holder is responsible for managing the Chief Executive and Artistic Director's office, whilst also providing administrative assistance to the Education and Community Department and CD label. The role will liaise with a wide range of people from within the classical music industry as well as the Orchestra and its Board.

4. Main Tasks:

a) Chief Executive and Artistic Director's Office

- Manage both the Chief Executive and Artistic Director's diary, set up internal, external and international meetings as directed by Chief Executive and Artistic Director, respond to requests for meetings and greet contacts arriving for meetings
- Arrange meetings of the Board of Directors and Advisory Council and sub committees as directed, including preparation of agendas and board papers
- Deal with the Chief Executive's and Artistic Director's incoming communications and respond, copy, forward and file as directed; produce outgoing correspondence from dictation, notes or own initiative and copy to other members of staff as appropriate
- Maintain the exchange of information between the Chief Executive and Artistic Director, Head of Departments and other staff as required
- Look after the Chief Executive and Artistic Director's office in their absence
- Organise the distribution of Glyndebourne Final Rehearsal tickets to LPO players, staff and benefactors
- Ensure LPO brochures and Tune In magazines etc are sent to VIPs, maintaining an accurate and current mailing list of VIPs and industry contacts
- Be point of contact for LPO Veterans – LPO's former players and staff group.
- Support other Heads of Department as required

b) Office Administrator

- Ensure the smooth running of the LPO Office, working with Heads of Department and other staff as required.
- Ensure stationary, printing and photocopy supplies are maintained and working smoothly (IT responsibility lies elsewhere)
- Provide particular support to the Education and Community Department and CD label:

Education Department

- Support the administration of the Foyle Future First Development Programme and LPO Junior Artists auditions and other areas of both the scheme's activities
- Administer confidential DBS checks for staff, musicians and external artists
- Book venues and making other practical arrangements for individual projects
- Support administration relating to project evaluation and reporting
- The post-holder may also provide support for Education events on the ground, which may include family concerts, pre-concert events or workshops.

CD Label

- Support the administration of the LPO CD Label, assisting in sales reports, royalty payments etc
- Responsible for preparation of CD releases including uploading meta data, liaising with distributors etc (training provided)

5. Person Specification

Essential:

- Excellent command of written and spoken English
- Impeccable manner in person and on the telephone
- Numerate
- Ability to work as part of a team and under own initiative
- Demonstrable ability to prioritise workload
- Good computer skills
- Meticulous and systematic approach to administration
- Discretion and an understanding of confidentiality issues
- Interest in orchestral music
- Ability to read music

Desirable

- Experience of the classical music industry
- Experience running a small administrative office/supporting busy teams
- Knowledge of formal and informal music education

6. Terms

The salary for this position is c. £20,000-24,000p.a commensurate with experience. The successful candidate will receive a 6% contributory pension scheme. The position holder is entitled to 20 days annual leave per annum, increasing by one day for each full year of service to a maximum of 25 days. The package also includes at least two tickets for all London concert programmes and four seats each year for dress rehearsals at Glyndebourne Festival Opera, plus time off to attend.

Any offer will be subject to checks such as your right to work in the UK and Disclosure and Barring Service (DBS) check and employment references.

7. How to Apply

Please visit the jobs page of the LPO website (www.lpo.org.uk/jobs) where you will be asked to complete a short form before uploading your CV and covering letter. If you are unable to apply online please contact David Burke, General Manager, on **020 7840 4221** for further information.

The covering letter should summarise your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification

Please include somewhere in your submission the following details:

- Details of relevant achievements and experience as well as educational and professional qualifications
- Details of any notice period and names of two referees, together with a brief statement of the capacity in which they have known you, along with an indication of when in the application process they may be contacted (please note that we will not contact your referees without your express permission). If you have a previous employer, at least one of these referees should be your line manager from that role.
- Indication of your current salary (if applicable)
- Contact details including day and evening telephone/mobile numbers

7. Application Process

We are working to achieve diversity and welcome applications from all sections of the community. Successful applicants will be contacted and invited for interview at the London Philharmonic Orchestra offices.

The closing date for applications is 9.30am on Thursday 20th February