

London Philharmonic[★] Orchestra

Transport Manager Recruitment Pack

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London Philharmonic Orchestra

About the London Philharmonic Orchestra

One of the finest orchestras on the international stage, the London Philharmonic Orchestra balances a long and distinguished history with its reputation as one of the UK's most forward-looking ensembles. The Orchestra is resident at the Southbank Centre's Royal Festival Hall, which it combines with its role as Resident Symphony Orchestra at Glyndebourne Festival Opera each summer. Outside London, the Orchestra has flourishing residencies in Brighton, Eastbourne and at Saffron Hall in Essex, and performs regularly around the UK. The Orchestra also tours internationally, performing to sell-out audiences worldwide at the world's leading concert halls.

The Orchestra was founded by Sir Thomas Beecham in 1932. It has since been headed by many of the world's greatest conductors including Sir Adrian Boult, Bernard Haitink, Sir Georg Solti, Klaus Tennstedt and Kurt Masur. In September 2021 Edward Gardner became the Orchestra's Principal Conductor, succeeding Vladimir Jurowski, who became Conductor Emeritus in recognition of his transformative impact on the Orchestra as Principal Conductor from 2007–21.

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 and created opportunities for people of all backgrounds to fulfil their creative potential. 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.

The Orchestra's work at the forefront of digital technology has enabled it to reach millions of people worldwide: all its recordings are available to download and stream and, as well as a YouTube channel and podcast series, the Orchestra has a lively and growing presence on social media. During the pandemic period the LPO further developed its relationship with UK and international audiences through its 'LPOnline' digital content: over 100 videos of performances, insights, and introductions to playlists, which have so far collectively received over 3 million views worldwide and led to the LPO being named runner-up in the Digital Classical Music Awards 2020.

September 2021 saw the opening of a new live concert season with audiences at the Royal Festival Hall.



Working at the London Philharmonic Orchestra

The London Philharmonic Orchestra prides itself on being a supportive, inclusive and enjoyable place to work. We offer a range of company benefits aimed at promoting wellbeing, goodwill and an engaged workforce.

- 20 days of annual leave per annum, rising by one day for each full year of service (September–August) to a maximum of 25 days
- After three months in the position, access to a 6% contributory pension scheme
- Two complimentary tickets for all of the LPO's Royal Festival Hall own-promoted concerts
- A total of four seats each summer for Final Dress Rehearsals at Glyndebourne Festival Opera
- 40% discount on food and drink purchased at Company of Cooks venues within the Southbank Centre (excluding alcohol)
- Various discounts at other food/drink and retail outlets across the Southbank Centre site
- Season ticket scheme providing loans for annual travel passes
- Support in promoting and maintaining positive mental health, including access to Mental Health First Aiders, confidential support helpline and peer support
- Cycle to Work scheme
- Free eye tests and contribution towards spectacles where required



About the role

Job title	Transport Manager
Reports to	Orchestra Personnel Manager
Works closely with	Stage Managers (x2), Orchestra and Auditions Manager, Librarians (x2), as well as members of the Concerts Department in the LPO office.
Salary	Commensurate with experience
Location	By definition the post travels with the Orchestra. The post-holder will spend significant time at the Southbank Centre and Henry Wood Hall in London, and Glyndebourne Festival Opera during our summer residency. The LPO truck depot is in Croydon.
Hours	Driving time will be limited by the prevailing regulations, and based around the Orchestra's schedule with additional hours for planning and assisting with stage management as necessary. The post involves working unsocial hours. This role will have a six-month probationary period.

Principal responsibilities

The Transport Manager is responsible for the safe and timely conveyance of instruments and equipment in accordance with the Orchestra's requirements, as specified by the schedule. This includes working with the Stage Managers, who are both qualified as second drivers, freelance drivers, and Tours Manager where appropriate in all areas.



Main tasks

- Driving and operating the LPO truck, performing all duties with reasonable care and skill and in accordance with good industry practice
- Loading and unloading LPO and other instruments, ensuring instruments and equipment are handled carefully at all times and are not exposed to the risks of damage or theft
- Maintenance and administration in relation to the LPO truck, its contents, and the LPO truck store including filing and returning all associated documents (in liaison with the Finance Department). This may include the management of third-party service providers
- Working with the Stage Managers on the planning and implementation of instrument transportation for all scheduled work in the UK
- Working with the Stage and Tours Managers on planning and management of instrument transportation for all overseas work; this may include obtaining all necessary licences and permits, freight and shipment requirements, import and export clearance, and compliance with all other regulations as required by the local territory
- Providing instrument transport costing for the purpose of budgeting
- Maintaining good health and safety practice, alerting management to any issues that arise in relation to transport duties
- Any other duty reasonably requested by the Orchestra Personnel Manager.



Person specification

Essential

- Clean driving licence (including Category C+E)
- Certificate of Professional Competence (CPC) in International Freight
- Extensive driving experience in the UK and overseas
- Knowledge of the rules and regulations relating to the driving and maintenance of an HGV
- Lifting and handling experience
- Efficiency and an ability to look ahead and anticipate problems
- Ability to relate easily with colleagues and contacts at all levels
- Physically fit
- Willingness to work flexible hours including evenings and weekends
- Willingness to work throughout the UK and overseas
- Willingness to undertake any training that may be required.

Desirable

- Experience of providing costing of transportation for UK and overseas tours
- Experience of dealing with international carnets and customs
- Knowledge of the methods and practices employed in handling, packing, loading, unloading and stowing musical instruments
- Experience of working in the performing arts sector, preferably with an orchestra
- Awareness of the value of the instruments and special consideration that must be given when dealing with delicate and awkward instruments
- Experience driving an articulated truck.



How to apply

The closing date for applications is 10.00am on Friday 15 October 2021.

Please visit 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, Chief Executive, at david.burke@lpo.org.uk or 020 7840 4218 for further information.

CVs should include:

- Details of relevant achievements and experience as well as educational and professional qualifications
- Details of your 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)
- An indication of your current salary (if applicable)
- Contact details including day and evening telephone/mobile numbers

Your covering letter should summarise your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification on page 6.

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 a mutually agreeable time.