

London Orchestra

Assistant Transport / Stage Manager 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.

The Orchestra is resident at Southbank Centre's Royal Festival Hall in London, where it gives around 40 concerts each season. Recent successes include winning the 2014 PRS Award in the Ensemble category; the highly acclaimed year-long The Rest Is Noise festival, which charted the influential works of the 20th century; and the largest single exploration ever by a symphony orchestra of Rachmaninoff's works in 2014/15. Highlights of the current season include a focus on Stravinsky and appearances by today's most sought-after artists including Vladimir Jurowski, Andrés Orozco-Estrada, Diana Damrau, Matthias Goerne, Anne-Sophie Mutter, Sir Antonio Pappano, Vasily Petrenko and Daniil Trifonov.

The London Philharmonic Orchestra has recorded many blockbuster film scores, from *The Lord of the Rings* trilogy to *Lawrence of Arabia*. It also broadcasts regularly on television and radio. The LPO recording label has over 80 titles, and regularly achieves critical accolades. Its work at the forefront of digital engagement and social media has enabled the Orchestra to reach even more people worldwide, with over 1,300,000 tracks downloaded or streamed each month. The Orchestra also has a YouTube channel and regular podcast series, and a lively presence on Facebook, Instagram and Twitter, where it has over 130,000 followers.

The Orchestra gives 30-40 international performances each year, performing 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. Touring continues to form a significant part of the Orchestra's schedule. Future tours include visits to China, Germany, the USA and Japan. Every summer, the Orchestra takes up its annual residency at Glyndebourne Festival Opera, where it has been Resident Symphony Orchestra for over 50 years. In addition the Orchestra has flourishing residencies in Brighton and Eastbourne and performs regularly around the UK.

The London Philharmonic Orchestra is committed to inspiring the next generation through its rich programme of community and school-based activity in Royal Greenwich, Lambeth, Lewisham and Southwark. This reaches over 30,000 people a year, with projects ranging from schemes supporting young professionals to curriculum-based schools projects and concerts, work with vulnerable adults, and creative projects for young people.

2. The Concerts Team

The Assistant Transport / Stage Manager works as part of a team which includes the Transport Manager, Stage Manager, Orchestra Personnel Manager, Orchestra Co-ordinator / Auditions Administrator and Librarian, as well as the six members of the Concerts Department in the LPO Office.

3. The Role

Job Title:	Assistant Transport / Stage Manager
Reports to:	Transport Manager and Stage Manager
Location:	By definition the post travels with the Orchestra. The post holder will spend significant time at Southbank Centre and Henry Wood Hall in London, and some time on tour with the Orchestra overseas. The LPO truck depot is in Croydon.
Vehicle:	The LPO owns a Volvo Box Van with a revenue weight of 18,000kg. Other vehicles may be used on occasion.
Hours:	The post involves working unsocial hours. Driving time will be limited by the prevailing regulations, with additional hours for planning and assisting with stage management as required.
Term	This is a permanent role, required for the 9 months of September to May each year.
Probation	Three months, and successful completion of any HGV training.

4. Principal Responsibilities

To work with the Transport Manager and Stage Manager to ensure the safe and timely conveyance of instruments and equipment, and to manage the Orchestra's on-stage set-up and general maintenance of instrument and equipment in accordance with the Orchestra's requirements.

5. Main Tasks:

1. To drive / operate the LPO truck, performing all duties with reasonable care and skill and in accordance with regulations and good industry practice.
2. To load / unload 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, while ensuring one's own safety and that of colleagues.
3. To ensure that the correct instruments arrive at the venue on time.
4. To work closely with players, conductors and soloists regarding seating and staging requirements.
5. To set out the orchestra, including percussion and other large instruments, and do any stage moves during concerts as required.
6. To ensure the orchestral set up, performance area and its environment comply with Health and Safety legislation and LPO and local venue policies, alerting management to any issues that arise.
7. To liaise with venue staff with regard to requirements, lights, stage furniture, storage of boxes and sound, to ensure that the orchestra's requirements are met.
8. To travel in the UK and abroad on tour, travelling with the instrument truck and/or on instrument cargo flights as appropriate.
9. On occasion, to visit known venues ahead of concert date to alleviate problems on day.
10. To arrange hire of equipment / instruments as required, as authorised by the Concerts Department.
11. To assist the other members of the 'on the road' team as reasonably required.
12. To support the Stage Manager and Transport Manager with the Admin / Management and maintenance of both the Croydon and RFH store.
13. To fully stage manage small education type projects and pre-concert events when required, 'Debut Sounds', 'London Music Masters' and 'Foyle Future Firsts' for example.
14. To undertake a rolling maintenance programme of LPO equipment (flight boxes, stools etc).

Person Specification

Essential:

- A minimum 2 years clean driving licence (*including Category C+E)
HGV training will be provided, should the candidate not hold a Category C+E qualification.
- Experience of working within a technical/production environment in the performing arts sector, preferably with an orchestra or concert venue
- Lifting and handling experience
- Extensive driving experience in the UK and overseas
- Knowledge of the rules and regulations relating to the driving and maintenance of an HGV
- Physically fit
- Ability to read and understand stage plans
- Efficiency and an ability to look ahead and anticipate problems
- Ability to relate easily with colleagues and contacts at all levels
- Ability to remain calm under pressure
- Strong attention to detail
- Willingness to work flexible hours including evenings and weekends
- Willingness to work throughout the UK and overseas
- Willingness to undertake any training which may be required

Desirable:

- Certificate of Professional Competence (CPC) in International Freight
- Understanding of the day-to-day working practices of an Orchestra, its musicians and the conductors and soloists with whom it works
- Knowledge of the methods and practices employed in handling, packing, loading, unloading and stowing musical instruments
- Experience of dealing with international carnets and customs
- 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
- Working knowledge of CAD or other design software
- Experience of dealing with international carnets and customs

Terms

This is a permanent position with a salary of £21,000pa paid in 12 equal monthly installments. However the postholder will not be required from June-August inclusive, during which time they will be entitled to undertake other work. Any work required by the LPO during this period will be paid at an additional freelance rate.

The successful candidate will receive a 6% contributory pension scheme after 3 months in the position. They will be entitled to 15 days annual leave per annum pro rata. The package also includes two tickets for all London concert programmes.

How to Apply

Please visit the jobs page of the LPO website (<http://www.lpo.org.uk/contact/careers.html>) 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 and Finance Director, on **020 7840 4221** 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
- Contact details including day and evening telephone/mobile numbers

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

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 at a mutually agreeable time.

The closing date for applications is 9.00am, Monday 18th September 2017