



Arts Management Intern

Department: General Arts Management
Reporting to: Head of Outreach and Strategic Planning
Contract type: Full-time, fixed term for 3 months
Salary: £22,559 pro rata (£5,205 actual)
Application deadline: 12pm Friday 17 September 2021
Interviews: Thursday 23 and Friday 24 September
Contract start: Monday 27 September

Role Summary

London Mozart Players, the UK's longest running professional chamber orchestra is looking for an Arts Management Intern to work within the organisation. This is a full-time office-based role for three months. The successful candidate will be valued as a member of a close-knit team, and will be well supported to develop transferrable skills for enhanced employability.

The candidate will be expected to work from LMP's office at St John the Evangelist Church, Upper Norwood, and normal working hours are Monday-Friday, 10am to 6pm. There may also be the potential to work from LMP's office at Fairfield Halls in Croydon. The candidate may, on occasion, be required to work weekends where there are concerts and events that the team need assistance with. In this instance, the candidate may take another day off in lieu.

The successful applicant should have a good knowledge of the Croydon area and its thriving multi-cultural identity. They will bring energy and enthusiasm to the role. A career in the arts or arts management should be of interest and some knowledge of western Classical music is desirable but not essential. Of most importance are the qualities of the individual and the contribution they can make to an organisation dedicated to performing high level music that resonates with the Croydon community. Most importantly they should be diligent, with good attention to detail, and happy to apply themselves in several different areas. Knowledge of basic computer software such as MS office is essential.

The working week will be split between different duties, with mentorship from LMP's Head of Outreach and Strategic Planning, and the Orchestral Manager. The successful applicant will have the opportunity for hands-on experiences across a wide range of arts management, equipping them with the necessary skills to go on to entry level roles within other arts organisations.

LMP is committed to building an inclusive and diverse organisation that reflects the rich cultural blend of the local community in which it is based. We recognise that diversity in the workplace brings a wealth of benefits to both organisations and the wider community we serve. We strongly encourage applications from people of all ages, of Black, Asian, and ethnically diverse backgrounds, women, trans and non-binary candidates, LGBTQ+ candidates and those that are disabled. If you have any access needs relevant to the application process, please get in touch with us directly to discuss them.

We look forward to receiving your application.

To apply, please send a copy of your CV and a letter of interest of no more than one side of A4 explaining why you think you are our ideal candidate to info@lmp.org.

If you would like to know more about the LMP or the job itself, please feel free to contact Tegan Eldridge, Head of Outreach and Strategic Planning, by email to tegan@lmp.org.

Job Description

The role will involve working with various members of the management team to gain experience across different areas of the organisation. The position reports directly to the Head of Outreach and Strategic Planning, and the Orchestral Manager.

1. Concert Management, Preparation, and Librarian

- Creating and sending schedules to players for education and outreach events, as well as booking players with the support of the Orchestral Manager and Head of Outreach and Strategic Planning.
- Researching venues, music hire, and concert materials when appropriate.
- Supporting the Orchestral Manager with preparing materials for concerts, including preparing music for players (marking up parts, putting copies into folders, creating extra parts).
- Supporting the Orchestral Manager with unpacking after concerts, including the return of music (to hire libraries and the LMP library), ensuring materials used are tidied correctly in the office and LMP library, and logging lost property.
- Attend LMP own promotions and as many engagements as possible.
- Assist Orchestral Manager with stage management, set up before rehearsals and dismantling at the end.
- Support the front of house team at concerts and events.

2. Marketing and Audiences

- Supporting the LMP team with audience development alongside the Head of Outreach, by keeping in touch with local community groups, coordinating free tickets and contact lists, and assisting with reporting on audiences.
- Supporting the marketing team with the dissemination of flyers and marketing materials to local community groups.
- Assisting with proof-reading copy for flyers, leaflets, funding bids, reports and other applications as and when necessary.
- Supporting the Head of Outreach with reporting and evaluating schools and care home projects.

3. LMP Office

- Order stationery, manage incoming and outgoing post and oversee the general technical health of the office – computers/ franking machine/ PDQ/ photocopier/ telephones.
- Assist with LMP Friends' administration.
- Attend LMP Management meetings and, on occasion, prepare agendas and set up meetings for the management team.

Person Specification

Essential

Key Skills and attributes

- An enthusiasm for the work of the London Mozart Players and/or music, culture and the arts
- Excellent communication skills, both written and verbal
- Excellent organisational skills
- The ability to take initiative and be proactive
- Strong attention to detail and accuracy
- The ability to remain calm under pressure and find solutions to problems
- Good interpersonal skills and friendly disposition
- Ability to adapt to and prioritise a shifting workload
- The ability to work as part of a small, close-knit team

- A good level of computer literacy (familiarity with standard Microsoft Office software including excel spreadsheets)

Desirable

Key skills and attributes

- The ability to read music

Knowledge and experience

- Some understanding of the orchestral world or of working in an arts environment, either on a professional or non-professional basis
- Knowledge of Word Press websites and social media (Facebook, Instagram and Twitter)
- A basic understanding of how concert/events are planned and managed

Terms and conditions

- Member of LMP staff, based at LMP's offices in Upper Norwood.
- This is a full-time role, 5 days a week, 10.00 am–6.00 pm for a three month / 12 week period, commencing in September 2021.
- Working hours will at times be determined by the needs of the role. There will be a regular requirement for attendance at evening concerts, and sometimes the occasional weekend work. There is some provision for flexible working and time off in lieu.
- Annual leave of 25 days per annum pro rata plus statutory holidays (the period between Christmas and New Year is given outside of holiday allowance – the LMP office will be closed)

All LMP employees are expected to adhere to LMP's policies.

About the LMP

The London Mozart Players, the UK's longest established chamber orchestra, celebrated its 70th birthday in February 2019. Founded in 1949 by Harry Blech to delight audiences with the works of Mozart and Haydn, the orchestra is known for its unmistakable British roots. Over the last seventy years, the LMP has developed an outstanding reputation for adventurous, ambitious programming from Baroque through to genre-crossing contemporary music, and continues to build on its long history of association with many of the world's finest artists including Sir James Galway, Jane Glover, Howard Shelley, Nicola Benedetti, John Suchet and Simon Callow. The orchestra enjoys an international reputation, touring throughout Europe and the Far East and records frequently for Naxos, Convivium, Chandos and Hyperion Records.

The London Mozart Players performs on London's premier concert platforms, including the Royal Festival Hall, St John's Smith Square and Cadogan Hall, as well as cathedrals and other venues across the UK. LMP has been the resident orchestra at Croydon's Fairfield Halls for 30 years, and the ensemble continues to demonstrate an commitment to the borough's cultural life: during the Halls' recent refurbishment, LMP relocated its office to St John the Evangelist, Upper Norwood, undertaking an award-winning programme of initiatives within the local community. The orchestra has brought classical music stars Nicola Benedetti and Sheku Kanneh-Mason to SE19 in world-class performances, and has implemented a tailored calendar of events including family concerts and collaborations with local community groups and schools.

As one of the original pioneers of orchestral outreach work, LMP has enjoyed a host of relationships with schools and music hubs across the UK (and recently in Dubai and Hong Kong), working with teachers to inspire the next generation of musicians and music lovers. LMP continues its 70-year tradition of promoting young talent: Nicola Benedetti, Jacqueline du Pré and Jan Pascal Tortelier are just three of many young musical virtuosi championed early in their careers by the orchestra.

LMP is the only professional orchestra in the UK to be managed operationally and artistically by the players. The orchestra has enjoyed the patronage of HRH The Earl of Wessex since 1988.