



Candidate Application Pack

Concerts Manager

Dear Candidate,

Thank you for expressing an interest in applying to the role of **Concerts Manager**.

At LMP, we live by our values of creativity, excellence and fun, and know that working at LMP will give you the chance to be part of a busy, thriving and successful arts organisation.

If you have any questions ahead of completing your application, please feel free to get in touch with our Business Development Manager Ceri Sunu, by email to **ceri@lmp.org**.

We look forward to receiving your application.

London Mozart Players

Location	Hybrid: Fairfield Halls, Croydon / Home working
Contract Type	Permanent
Hours	Full time (35 hours per week)
Salary	£23,000 - £25,000 per annum (depending on experience)
Application Closing Date	11.59pm, Friday 8 July
Interviews	Thursday 21 and Friday 22 July



WEDNESDAY

SHIFT K3Y
LONDON
PLAYERS

WED 23 JUL
10:30PM

SHIFT K3Y

SHIFT K3Y



**If we want to see an illustration of
how classical music brings a
community together, LMP would be a
good place to start.**

- Jon Jacob



I. WHO WE ARE



Our Story

Formed by Harry Blech in 1949, The London Mozart Players is the longest established Chamber Orchestra in the UK. Our work combines local impact with global reach, with our music being enjoyed by audiences all over the world through our international tours and digital content, as well as playing over 100 concerts and performances per year in and around the UK.

We are as active in our community as we are in concert halls, and have an extensive outreach and education programme which sees us working with children and young people, as well as the elderly, marginalised and vulnerable.



London Mozart Players' new approach to classical music through visual art and explaining the pieces beforehand all help to contribute towards a new excitement for live music.

- Jasmine Savory



II. JOB DESCRIPTION

The reason for this role

Whether performing for royalty at Buckingham Palace, a local school, church or library, the Concerts Manager role is vital to the effective delivery of all our concerts and events which take place each year. As well as being a creative role with some opportunities to contribute to our artistic planning, this role is key in helping us uphold the standard of excellence and reputation for vibrancy that LMP is known for.

MAIN PURPOSE OF THE ROLE

Reporting to the Head of Artistic Planning, the Concerts Manager will work closely with the Orchestra Manager and Marketing and Events Coordinator to assist with the administration of all orchestral activity, helping to support the effective planning and running of the orchestra's concerts and events.

STANDARD HOURS & WORKING PATTERN

Our standard office hours are from 10am – 6pm Monday to Friday, but as many of our concerts take place during evenings and weekends you will often be required to work outside of these times. Where this is needed, you'll be given the chance to take TOIL.

SPECIFIC DUTIES AND RESPONSIBILITIES

Concert Management & Operations

- Preparing materials for concerts, including preparing music for players (marking up parts, putting copies into folders, creating extra parts)
- Unpacking music and equipment 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.
- Creating and sending schedules to players for education and outreach events
- Researching venues, music hire, and concert materials when appropriate
- Assisting (and, on occasion, deputising for) the Orchestra Manager on concert days, specifically with stage management, set up and set down as well as liaising with musicians
- Liaising with the Marketing & Events Coordinator to establish on-the-day box office and front of house arrangements at concerts.
- Liaising with artists, agents, venue teams, caterers and volunteers Scheduling event days to ensure smooth running for all involved.

Monitoring & Evaluation

- Work with the Marketing & Events Coordinator to ensure consistent recording of audience data

Finance & Office Administration

- Creating accurate quotes and costings for promoters and external partners
- Maintaining accurate records of our concerts and engagements pipeline
- Supporting the Director of Operations and bookkeeper with timely invoice processing and tracking

This job description is not intended to be exhaustive and it is likely that duties and responsibilities will develop as the organisation continues to grow and the appointee is given opportunity to make their own recommendations about the way we work.

PERSON SPECIFICATION

This role will be perfect for you if:

- You're eager to learn about the inner workings of a professional artistic organisation
- You enjoy having lots of variety in your work
- You love creating systems and processes that help to bring a sense of order and structure
- You're adept at spinning lots of plates and thrive on being busy

You'll definitely need:

- An enthusiasm for the work of the London Mozart Players, arts, music and culture
- A basic understanding of how concert/events are planned and managed
- To be very organised, with a meticulous attention to detail
- A willingness to get stuck in with different types of tasks
- The ability to work across a range of different projects and areas simultaneously
- A way with people – great relationship-building and communication skills as well as emotional intelligence and sensitivity
- A cool head, with the ability to work well under pressure and to tight deadlines
- To be highly proactive, good at anticipating needs and finding solutions to unexpected problems
- Up-to-date IT skills and confidence learning new software
- Excellent communication skills, both written and verbal
- The ability to adapt to and prioritise a shifting workload
- The ability to work as part of a small, close-knit team

It would also be a bonus (but not essential) if you have:

- The ability to read music
- Previously worked for an arts and culture organisation
- A good knowledge of orchestral repertoire
- A personal connection to Croydon
- Some understanding of the orchestral world or of working in an arts environment, either on a professional or non-professional basis
- A full UK driving licence

BENEFITS

- 20 days holiday per year + public holidays (as long as it's not a concert day!)
- Discounted concert tickets for friends and family
- Support for your personal and career ambitions and achievements



**They possess an unfailing
professionalism, artistry, and
commitment to music.**

- John Suchet



III. HOW TO APPLY



Submitting your application

To apply, please send your CV and a covering letter (no more than two sides of A4) that gives examples of your relatable experience to: ceri@lmp.org by 11.59pm on Thursday 14 July 2022. If you would like to have an informal chat about the role before applying, please send an email to ceri@lmp.org by Tuesday 5 July.

It's really important to us that we build an inclusive and diverse organisation that reflects the rich cultural blends of the communities we serve. We recognise that diversity in the workplace brings a wealth of benefits to us as an organisation and our audiences, and 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.



London Mozart Players
Fairfield Halls
Park Lane
Croydon
CR9 1DG

Registered CIO No.: 290833
Register company No.: 8882717

