



Orchestra Fixer

[JOB DESCRIPTION & PERSON SPECIFICATION]

Location	Remote Working
Contract Type	Freelance
Hours	Flexible, part time
Remuneration	% of musicians' fees (min. £16,000 p.a.)

LMP Orchestra is seeking a well-connected, efficient and dynamic Fixer to join our dynamic and close-knit team. With our concert and event diary rapidly filling up, new artistic partnerships on the horizon and Croydon's upcoming year as the Borough of Culture in 2023, now is a very exciting time to be part of our management team.

MAIN PURPOSE OF THE ROLE

Reporting to the Head of Artistic Planning, the Orchestra Fixer is responsible for ensuring that players are booked for all LMP projects well in advance, following a set of established guidelines.

STANDARD HOURS & WORKING PATTERN

This is a freelance, home working position and as such does not attract a regular working pattern. The successful candidate will need to be flexible enough to suit the needs of the orchestra. Attendance at occasional in person and zoom meetings may be required.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Book all orchestral players for rehearsals, concerts and recording sessions, based on details from the Advance Schedule.
- Work in close consultation with the Chief Executive and Head of Artistic Planning, following a set of established guidelines for "fixing."
- Maintain record of responses from players invited for each project in LMP's fixing software.
- Liaise with Concerts & Orchestra Manager and Head of Artistic Planning over seating order in all sections.
- Liaise with Concerts & Orchestra Manager to obtain details of projects, schedules and fees in order to begin fixing each project.
- Distribute schedules to all players for each LMP project
- Liaise with Concerts & Orchestra Manager over final list of players for inclusion in orchestral schedule and details of travel and/or accommodation requirements as necessary.
- Act as the primary point of contact for booked players in the run-up to projects which may require some evening and weekend work (details to be agreed with the Chief Executive). Please note that this may require 'emergency' and last-minute fixing due to player illness or other unexpected availability.

PERSON SPECIFICATION

This role will be perfect for you if you if:

- You enjoy working closely with a number of stakeholders
- You have a calm approach to challenges and are solutions focussed
- You're adept at spinning lots of plates and thrive on being busy
- You enjoy working with a high level of detail and accuracy

You'll definitely need:

- An enthusiasm for the work of the London Mozart Players, arts, music and culture
- A good understanding of the orchestral world or of working in an arts environment, ideally from working in a professional setting
- To be very organised, with a meticulous attention to detail
- 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

How to Apply

The final closing date for applications is 11.59pm on Friday 5th August, however the urgent nature of this vacancy means that we will be reviewing applications on a rolling basis and may close the vacancy ahead of this deadline.

To apply, please send your CV and a supporting statement (no more than two sides of A4) that gives examples of your relevant experience to peter@lmp.org. If you would like to have an informal chat about the role before applying, please contact peter@lmp.org

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.