

Candidate Application Pack

Artistic Projects Manager



Dear Candidate,

Thank you for expressing an interest in applying to the role of **Artistic Projects 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 Chief Executive Flynn Le Brocq, by email to flynn@lmp.org.

We look forward to receiving your application.

London Mozart Players

Location	Fairfield Halls, Croydon, plus frequent travel across the UK and occasional travel internationally
Contract Type	Permanent
Hours	Part Time (0.8 FTE, 28 hours per week)
Salary	£36,000 - £38,000 per annum, pro rata (depending on experience)
Application Closing Date	11.59pm, Wednesday 23 November
Interviews	Tuesday 29 and Wednesday 30 November





**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

A young girl with blonde hair tied back is playing a double bass. She is wearing a light blue shirt. In the background, other members of a chamber orchestra are playing violins and violas. The setting appears to be a concert hall or stage with blue lighting.

Our Story

Formed by Harry Blech in 1949, 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 150 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

As Artistic Projects Manager, you'll be working closely with our Chief Executive Flynn Le Brocq, and Conductor-in-Residence Jonathan Bloxham to shape and influence the overall artistic direction of this busy and highly esteemed orchestra. This role will see you using your knowledge of orchestral repertoire and understanding of our target audiences to devise innovative and exciting concerts and programming that will enable us to fulfil our plans for growth and expansion over the next few years.

MAIN PURPOSE OF THE ROLE

The Artistic Projects Manager will be responsible for leading on the development of artistic and educational plans for the orchestra. The successful candidate will play an integral role in influencing the overall artistic direction of this busy and highly esteemed orchestra, making it a fantastic opportunity for anyone looking to develop their career in arts management, or those wanting to be at the forefront of delivering high calibre musical experiences.

STANDARD HOURS & WORKING PATTERN

Our standard office hours are from 10.00am – 6.00pm 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. As this role is part-time, the exact working pattern will be determined with the successful candidate.

SPECIFIC DUTIES AND RESPONSIBILITIES

Artistic Planning & Programming

- Work closely with the Chief Executive to develop artistic programmes for the orchestra
- Work alongside the Business Development Manager to deliver education and outreach activities.
- Manage artistic planning milestones
- Manage and convene regular meetings of LMP's Artistic Planning Group
- Oversee and ensure the implementation of LMP's approach to orchestral and music education practice through all projects
- Research artistic ideas, partners and relationships
- Seek and secure new concert venues and partners for Education work, in consultation with the Chief Executive
- Implement the artistic & educational plans through rehearsal residencies, concert tours and other projects.
- Lead on (new) venue relationships and tour planning.
- Ensure that venues can meet the technical and pastoral needs of each project

Grant Fundraising & Philanthropy

- Lead on reporting to all funders including ACE, major trusts and foundations and season sponsors / major donors
- Assist with bids to Arts Council England and major trusts and foundations providing detailed budgets, activity plans and impact/outputs to the fundraising team
- Liaise with major donors and supporters, particularly season sponsors

Monitoring & Evaluation

- In collaboration with the Marketing & Events Coordinator, ensure evaluation methods are implemented consistently

SPECIFIC DUTIES AND RESPONSIBILITIES *(continued)*

Financial Management

- Work with the Chief Executive to develop detailed project budgets each year
- Take responsibility for all project budgets, reporting concern where necessary
- Report, quarterly, to the Finance Group on all artistic activity and finances

Safeguarding

- Take responsibility as lead officer for LMP's Safeguarding policy and ensure best practice Safeguarding policy and procedures
- Work with the Chief Executive to deliver up to date policy, DBS processes, Child Licencing, exemplary pastoral care and support for young people, communication and training organisational wide.

Leadership

- Line manage the Concerts team
- Attend receptions and events to represent LMP and ensure that patrons and artist receive a high level of care
- Attendance at industry conferences and events as required
- Concert management at performances as required
- Deputising for the Chief Executive at events where necessary

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 if:

- You love having the opportunity to think creatively and create big visions
- You enjoy working closely with a number of stakeholders
- You have a calm approach to challenges and are solutions focussed
- 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

PERSON SPECIFICATION *(continued)*

You'll definitely need:

- The right to live and work in the UK (unfortunately we cannot sponsor work visas)
- A flair for artistic planning with a deep knowledge of classical music and orchestral repertoire
- An enthusiasm for the work of the London Mozart Players, arts, music and culture
- The ability to read music
- The ability to manage high profile relationships in a professional manner
- 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
- 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:

- Previously worked for an orchestra in a similar role
- A good knowledge of orchestral repertoire
- A personal connection to Croydon

BENEFITS

- 20 days holiday per year + public holidays (as long as it's not a concert day!)
- Extra holiday between Christmas and New Year (subject to the LMP diary)
- Discounted concert tickets for friends and family
- Support for your personal and professional development, including opportunities to attend conferences and training



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

- John Suchet



III. HOW TO APPLY

Submitting your application

The final closing date for applications is 11.59pm on Wednesday 23 November 2022. Shortlisted candidates will be invited for interview on Tuesday 29 and Wednesday 30 November, as part of which they will be required to deliver a short presentation outlining their proposed approach to concert programming at LMP.

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 our Business Development Manager Ceri Sunu via email to ceri@lmp.org. If you would like to have an informal chat about the role before applying, please send an email to Chief Executive Flynn Le Brocq via flynn@lmp.org by no later than Friday 18 November.

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

