



# Candidate Application Pack

Producer - London Borough of Culture

Dear Candidate,

Thank you for expressing an interest in applying to the role of **Producer - London Borough of Culture**.

At LMP, we live by our values of creativity, excellence and fun, and know that working with 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 Tegan Eldridge, our Head of Artistic Planning, by email to [tegan@lmp.org](mailto:tegan@lmp.org).

We look forward to receiving your application.

### **London Mozart Players**

<b>Location</b>	Fairfield Halls, Croydon / home working
<b>Contract Type</b>	Fixed Term Contractor / Consultant
<b>Hours</b>	3 days per week (average across the project life cycle)
<b>Project Fee</b>	Up to £11,250
<b>Application Closing Date</b>	11.59pm, Thursday 24 November
<b>Interviews</b>	Tuesday 6 and Wednesday 7 December







**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. The scene is set in a concert hall 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

To mark the launch of Croydon's year as London Borough of Culture, LMP will be performing an Oratorio of Hope – an interdisciplinary composition which sees us working with local artists, including Croydon Poet Laureate Shaniqua Benjamin. To help us bring this vision to life, and execute an exciting and inspiring opening event, we need an experienced and visionary Producer who is ready to roll their sleeves up and deliver this ambitious project alongside the event director, Thomas Guthrie, and conductor, Jonathan Bloxham.

## MAIN PURPOSE OF THE ROLE

Reporting to the Chief Executive and Artistic Projects Manager, and working closely with the Concerts & Orchestra Manager and Senior Marketing & PR Manager, the Producer will lead on the delivery of LMP's launch events for the London Borough of Culture, ensuring the events successfully fulfil LMP's brief and raise the orchestra's profile.

## STANDARD HOURS & WORKING PATTERN

Our standard office hours are from 10.00am – 6.00pm Monday to Friday. As this role is part-time, the exact working pattern will be determined with the successful candidate. Given the nature of this role, you may occasionally be required to work outside of these times.

## SPECIFIC DUTIES AND RESPONSIBILITIES

### Event & Project Management

- Work with the Chief Executive and Artistic Projects Manager to ensure LMP's LBoC launch events are delivered on time and within budget
- Work with the Concerts Manager and Orchestra Fixer to ensure LMP musicians are appropriately briefed on plans for each event
- Liaise with venues and promoters regarding audience accessibility and health and safety needs
- Ensure staff at venues are provided with detailed technical briefs
- Carry out risk assessments as necessary
- Work with the Business Development Manager to recruit volunteers and ensure DBS checks are carried out
- Schedule, co-ordinate and manage volunteers whilst at events
- Manage the team in the run up to the event and on the day, including producing a detailed event plan and run sheet for all events

### Schools Liaison, Relationship Building & Stakeholder Management

- Represent LMP at LBoC Steering Group meetings, and other relevant events with key stakeholders from across Croydon
- Manage and maintain relationships with Croydon schools and with Croydon Music and Arts and community groups
- Ensure schools and other participating groups are communicated with in a timely manner and appropriately resourced to support their participation
- Build and maintain relationships with local community groups and networks
- Ensure LMP staff and musicians are regularly updated and appropriately consulted on plans and progress for the launch events



## **SPECIFIC DUTIES AND RESPONSIBILITIES** *(continued)*

### **Marketing & PR**

- Work with the Senior Marketing Manager & Digital Marketing Manager to ensure sufficient coverage of the launch event(s) across social, local and national media
- Work with the Digital Marketing manager to ensure the LMP website is kept up-to-date with content relating to LMP's activities for the London Borough of Culture
- Contribute to the creation, editing and proof reading of marketing content
- Co-ordinate the design and dissemination of digital and print materials for schools
- Assist the Marketing & Events Coordinator with writing, proofreading and sending email campaigns to schools

### **Audience Experience & Box Office Administration**

- Work with the Marketing & Events Coordinator and venue partners to confirm box office and ticketing arrangements for all launch events
- Liaise with venues and promoters regarding any audience accessibility needs
- Work with our Concerts Manager to ensure our audiences have the best experience possible

### **Monitoring & Evaluation**

- Work with the Marketing & Events Coordinator to ensure comprehensive and consistent gathering and monitoring of audience and participant data
- Implement a process to ensure that testimonial feedback is captured from schools, both in written and visual / audio formats
- Oversee the collation of feedback from schools and community groups
- Support the Artistic Projects Manager to ensure reporting to key funders is carried out consistently and in a timely manner
- Ensure all key activities and audience data are recorded accurately on the CRM system (Spektrix)

### **General Administration**

- Support the Artistic Projects Manager to ensure invoices and expenditure relating to launch events are accurately tracked and recorded

Work with the Marketing & Events Coordinator and Concerts Manager to ensure logistical arrangements for all events are in place (e.g. travel, meeting rooms, catering)

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 project will be perfect for you if:*

- You're eager to lead on a large, high-profile, artistic project
- You're passionate about delivering high-quality artistic events
- You love using the arts to draw communities together and consider yourself an advocate for co-creation and widening participation
- You're adept at spinning lots of plates and thrive on working in a busy, fast-paced environment
- You enjoy having the opportunity to network and meet with different people

*You'll definitely need:*

- The right to live and work in the UK
- A demonstrable track record in working on artistic projects of a similar size and scope
- To be very organised, with a meticulous attention to detail
- To be comfortable leading on projects and working with autonomy
- A willingness to get stuck in with different types of tasks
- The ability to work with and manage a number of different stakeholders and build collaborative working relationships
- A way with people – great 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 and good at anticipating needs

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

- Previously worked in a community-facing artistic role (particularly with schools)
- A good knowledge of orchestral repertoire
- Are comfortable with managing large budgets
- A personal connection to Croydon

## BENEFITS

- Discounted concert tickets for friends and family
- The chance to shape your personal and professional development
- Opportunities to work flexibly





**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 Thursday 24 November 2022. Interviews for shortlisted candidates will take place on Tuesday 6 and Wednesday 7 December.**

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](mailto:ceri@lmp.org). If you would like to have an informal chat about the role before applying, please send an email to Head of Artistic Planning Tegan Eldridge via [tegan@lmp.org](mailto:tegan@lmp.org) by 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.





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CR9 1DG

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

