

A close-up photograph of a woman with blonde, wavy hair and black-rimmed glasses, playing a violin. She is looking intently at the instrument. The background is dark with some blurred blue and green lights.

# Candidate Application Pack

Concerts & Orchestra Manager

Dear Candidate,

Thank you for expressing an interest in applying to the role of **Concerts & Orchestra 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

<b>Location</b>	Fairfield Halls, Croydon, plus frequent travel across the UK and occasional travel internationally
<b>Contract Type</b>	Permanent
<b>Hours</b>	Full time (35 hours per week)
<b>Salary</b>	£27,000 - £31,000 per annum (depending on experience)
<b>Application Closing Date</b>	11.59pm, Wednesday 18 January 2023
<b>Interviews</b>	Tuesday 24 and Thursday 26 January 2023 (see information on how to apply for more details)





**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, 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

Whether performing for royalty at Buckingham Palace, a local school, church or library, the Concerts & Orchestra 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 Artistic Project Manager and Chief Executive, the Concerts & Orchestra Manager will be responsible for project managing all practical and operational aspects of the orchestra's performances. Working closely with the Artistic Project Manager, Orchestra Fixer (freelance) and Librarian (freelance) you will manage the administration of all orchestral activity, helping to support the effective planning and running of the orchestra's busy schedule.

## 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.

## SPECIFIC DUTIES AND RESPONSIBILITIES

### Orchestra Management & Artist Liaison

- Work collaboratively with the Orchestra Fixer to ensure players are booked in line with programming requirements
- Act as the first point of call for LMP Orchestra members' questions, concerns and feedback
- Ensure concert programming and booking arrangements adhere to MU / ABO guidelines (e.g., sufficient breaks for musicians, appropriate fees)
- Deal with enquiries from promoters and venues in a timely and professional manner
- Support the Head of Artistic Planning to maintain good working relationships with artists, venues and promoters

### Concert Management & Operations

- Prepare and circulate concert and rehearsal schedules in advance of each event
- Coordinate transportation of music, equipment and materials to and from venues
- Lead on stage management, set up and set down before and after events
- Liaise with the Marketing & Events Coordinator to establish on-the-day box office and front of house arrangements at concerts
- Research venues, carrying out reces where necessary
- Carry out health and safety and risk assessments and ensure that necessary health and safety equipment is available
- Ensure appropriate facilities are available for musicians and soloists (e.g. dressing rooms, catering facilities)
- Schedule event days to ensure smooth running for all involved
- Where necessary, prepare materials for concerts, including preparing music for players (marking up parts, putting copies into folders, creating extra parts)
- Assist with tour planning, including booking flights, collecting passport information and completing visa applications



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

### **Monitoring & Evaluation**

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

### **Finance & Office Administration**

- Create accurate quotes and costings for promoters and external partners
- Maintain accurate records of our concerts and engagements pipeline
- Support 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 if:*

- 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

*You'll definitely need:*

- The right to live and work in the UK (unfortunately we cannot sponsor work visas)
- A full UK driving licence, which you've held for at least 12 months
- The ability to read music
- An enthusiasm for the work of the London Mozart Players, arts, music and culture
- 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

## **PERSON SPECIFICATION** *(continued)*

- 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:*

- Your own car / access to a vehicle which can be used for work purposes
- 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

#### Completing your application

We pride ourselves on offering a recruitment process which is transparent and gives all prospective candidates the opportunity to demonstrate their abilities and experience in the most relevant way possible. Please do take some time to read through our guidance on applying and feel free to **get in touch** if you have any questions about the process.

**The final closing date for applications is 11.59pm on Wednesday 18 January 2023. Shortlisted candidates will be invited to attend interviews on Tuesday 24 and Thursday 26 January. Please note that late applications will not be accepted.**

To apply, please send a copy your CV along with your answers to the screening questions below, (noting the word limit for each), 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 [ceri@lmp.org](mailto:ceri@lmp.org) by Thursday 12 January.

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.

## **APPLICATION SCREENING QUESTIONS**

**Please send answers to the following questions along with a copy of your CV to [ceri@lmp.org](mailto:ceri@lmp.org) by 11.59pm on Wednesday 18 January.**

What attracted you to this role, and why would you like to work for LMP? *(250 words)*

Based on the job description and person specification for this role, which elements of your skills and experience do you feel will be the most important in helping you to successfully fulfil this position? *(400 words)*



London Mozart Players  
Fairfield Halls  
Park Lane  
Croydon  
CR9 1DG

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

