



# Candidate Application Pack

Marketing and Development  
Coordinator

**lmp**  
ORCHESTRA

Dear Candidate,

Thank you for expressing an interest in applying to the role of Marketing and Development Coordinator.

We know how much time and effort can go into applying for a role, so have created this pack to give you as much relevant information as we can to help you as you prepare your application.

If you have any questions ahead of completing your application, please feel free to get in touch with Anna Bennett, Senior Marketing and PR Manager, via email to [anna@lmp.org](mailto:anna@lmp.org).

We look forward to receiving your application.

### **London Mozart Players (LMP)**

<b>Role</b>	Marketing and Development Coordinator
<b>Contract Type</b>	Permanent
<b>Hours</b>	Full time (35 hours per week)
<b>Salary</b>	£24,000 - £26,500 per annum
<b>Location</b>	Fairfield Halls, Croydon, plus one day a week working from home
<b>Reporting to</b>	Senior Marketing & PR Manager
<b>Application Closing Date</b>	11.59pm, Sunday 21 January 2024
<b>Interviews</b>	w/c 29 January 2024



# I. WHO WE ARE

*LMP musicians playing a set with Croydon DJ ShiftK3Y as part of our 'LMP on the Move' series in 2017.*

## Our Story

Formed by Harry Blech in 1949, London Mozart Players (LMP) are 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.





**Whilst we're proud of our long-standing history, we don't believe that longevity alone should be the measure of what makes a successful orchestra. As we look to the future, we're giving much more attention not only *what* we do, but the *way* we do it.**

#### **OUR PROGRAMMING**

When putting on our own concerts, our approach to programming is both player and audience-led and aims to ensure that we are representing diversity in its widest sense; pairing well-known pieces with lesser known works; promoting young, up and coming artists and conductors; and experimenting with new concert formats to make our work as accessible as possible for the audiences we wish to serve.

#### **OUR LEADERSHIP**

We are fortunate to have two Leaders within the orchestra – violinists Ruth Rogers and Simon Blendis. Both highly esteemed and well-regarded musicians in their own right, Ruth and Simon have served as Leaders at LMP since 2014 and 2015 respectively. Overall running of the orchestra sits with our Chief Executive Flynn Le Brocq alongside a committee of players, our management team and Conductor-in-Residence and Artistic Advisor Jonathan Bloxham.

Ensuring our leadership reflects diversity of thought as well as background has been a key, deliberate step that we've taken over the past few years, and continues to inform the way we view and define our success and progress.

#### **OUR VALUES**

Although we are passionate about our pursuit for artistic excellence, one remark that is often made of our team and orchestra is how friendly and welcoming we all are. This may seem a simple thing, but it's a trait we work hard to upkeep as it's important to us that everyone we work with feels valued and respected.

#### **OUR IMPACT**

We've been doing community and education work since 1989, and it has become an integral part of our identity as an organisation. As well as giving us the opportunity to reach into local communities, it has also opened the door for us to work on a number of varied and interesting projects, including projects with dementia sufferers, adults with learning disabilities, members of the homeless community and interdisciplinary projects with amateur arts groups.



**“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

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

- John Suchet

## II. 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 Sunday 21 January 2024. Shortlisted candidates will be invited to attend interviews on w/c 29 January. Please note that late applications will not be accepted.**

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 via [recruitment@lmp.org](mailto:recruitment@lmp.org) for a confidential conversation. Unfortunately, we are not in a position to sponsor work visas, therefore we can only consider applicants who already have the right to work and live in the UK.

## THE APPLICATION PROCESS

To apply for the **Marketing and Development Coordinator role**, please send your CV and a covering letter to [recruitment@lmp.org](mailto:recruitment@lmp.org) with the subject line as 'Marketing and Development Coordinator'. It would be useful to consider the following questions in your letter:

- **Why does this role interest you?**
- **What makes you a great fit for this role?**  
(When answering this question, please refer to the person specification below.)



MAIN PURPOSE OF THE ROLE
Reporting to the Senior Marketing & PR Manager, the Marketing & Development Coordinator will work closely with our small and dedicated team to support the effective planning and running of fundraising and marketing activity.
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 be required to work outside of these times. Where this is needed, LMP operates a Time off in Lieu policy.
SPECIFIC DUTIES AND RESPONSIBILITIES
<p><b>Marketing &amp; Promotional Activities</b></p> <ul style="list-style-type: none"> <li>• Support the Senior Marketing and PR Manager to create and maintain content on the LMP website and social media channels</li> <li>• Liaise with printers and suppliers to ensure timely delivery and dissemination of key marketing materials</li> <li>• Contribute to the creation, editing and proofreading of marketing content</li> <li>• Coordinate dissemination of marketing materials to local audiences</li> <li>• Assist with writing/sending email campaigns</li> <li>• Submit online listings for all concerts</li> <li>• Manage the marketing archive</li> </ul> <p><b>Community, Education &amp; Outreach</b></p> <ul style="list-style-type: none"> <li>• Build and maintain relationships with local community groups and networks</li> <li>• Support the Artistic Projects Manager with outreach administration as required</li> </ul> <p><b>Audience Experience &amp; Box Office Administration</b></p> <ul style="list-style-type: none"> <li>• Manage LMP's online and in-person box office</li> <li>• Act as a first point of contact for audience enquiries regarding upcoming concerts and ticket purchases</li> <li>• Liaise with venues and promoters regarding any audience accessibility needs</li> <li>• Produce and circulate monthly ticket tracking reports</li> <li>• Schedule, co-ordinate and oversee volunteers at events</li> </ul>



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

### **Monitoring & Evaluation**

- Support the Senior Marketing and PR Manager to compile campaign evaluation data
- Work with the Senior Marketing and PR Manager to produce quarterly evaluation reports
- Oversee the collation of feedback from schools and community groups
- Support the Development team 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

### **Development Administration**

- Assist with providing information to funders for bids and evaluation of projects
- Liaise with the Finance team to ensure that monies are received from funders in good time

### **Memberships**

- Lead the administration of the LMP Friends scheme and act as the main point of contact for all enquiries
- Liaising with the Honorary Chair of the LMP Friends, ensure that memberships are renewed each year and support customers through the process
- Generate detailed reports as required by the Development team
- Upload applications and reports to grant portals and funders

### **General Administration**

- Monitor and respond to general external enquiries by email and telephone
- Book travel and meeting rooms
- Order stationery and office supplies
- Order stationery, manage incoming and outgoing post and oversee the general technical health of the office – computers / photocopier/ telephones.
- Attend LMP Management meetings and, on occasion, prepare agendas and set up meetings for the management team.
- Assist with recruitment and management of volunteers.
- Upkeep and monitoring of LMP's CRM database.
- Take minutes at meetings as required

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:*

- You're eager to learn about the inner workings of an arts organisation
- You love creating systems and processes that help to bring a sense of order and structure
- You enjoy speaking to customers and leading on audience engagement activities
- You're adept at spinning lots of plates and thrive on being busy
- You're a creative thinker

*You'll definitely need:*

- To be very organised, with a meticulous attention to detail
- Thorough proofreading skills
- 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 and good at anticipating needs
- Up-to-date IT skills and confidence using various social media channels, as well as learning new systems

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

- Previously worked for an arts and culture organisation
- A demonstrable interest in the arts and classical orchestral music
- Experience of using the Adobe Creative Cloud Suite (InDesign and Photoshop)
- Experience using a CRM/Box Office system
- Experience updating WordPress websites

## BENEFITS

- 20 days holiday per year + public holidays (excluding concert days)
- Discounted concert tickets for friends and family



**We look forward  
to receiving your  
application.**

London Mozart Players  
Fairfield Halls  
Park Lane  
Croydon  
CR9 1DG

Registered CIO No.: 290833

