

philharmonia orchestra

ARTS MANAGEMENT TRAINING PROGRAMME

EDUCATION DEPARTMENT TRAINEE (3 MONTHS with the possibility to extend)

The Philharmonia Orchestra is one of the world's great orchestras. Widely acknowledged for its pioneering approach to the role of an orchestra in the 21st century, the Philharmonia leads the field for its quality of playing, and for its innovative approach to audience development, residencies, music education and the use of new technologies in reaching a global audience. Together with its relationships with the world's most sought-after artists, most importantly its Principal Conductor and Artistic Advisor Esa-Pekka Salonen, the Philharmonia Orchestra is at the heart of British musical life.

The Philharmonia's Education Department sits at the heart of the life and wider work of the Orchestra, reflecting its integrity and quality. The department's work falls into four distinct strands:

- Schools and Young People
- Communities and Family
- Insights
- Emerging Artists Programme

Reaching tens of thousands of people every year, it is an essential component of each of the Orchestra's residencies, underpinning the core London and wider UK programme through a diverse range of projects; working with young people and adults from all spectrums of society in a multitude of settings including schools, community organisations and music education hubs.

The Education Traineeship provides an excellent opportunity to gain practical experience of working in a renowned arts organisation, with an emphasis on music education and outreach work. As part of the busy Education Department you will have a unique opportunity to observe and learn from a small and dedicated team of project managers, and to gain experience in the following areas:

Training in the administration of project management, including:

- Scheduling and booking venues;
- Assisting with the production and dissemination of project information to musicians, workshop leaders, participants, schools, and venues;
- Assisting with the recruitment of participants: coordinating schools and participant bookings for education concerts, workshops, coaching sessions and other events;
- Organising concert tickets for project participants in liaison with the Marketing and Concerts Departments;
- Coordinating invitations to project culminations (all in close liaison with the Education Projects Manager and Education Assistant);
- Assisting the Department with the smooth running of the Orchestra's education workshops, concerts, and events in schools and other venues; attending these events as appropriate;

- Assisting with the production of copy for in-house flyers, programmes and print, CD production, teacher training materials, cue sheets and excerpt lists for schools concerts;
- In liaison with the Concerts Department, ensuring the Education monthly schedule is printed and published on time;
- Regularly updating and inputting project details on the Orchestra's scheduling database with close attention to detail;
- Together with the Education Assistant, ensuring that feedback and monitoring information from projects is collated and kept up to date in a timely manner.

Training in general administrative tasks, including:

- Providing administrative support to the Department;
- Coordinating department and external meetings as requested by members of the Department;
- Assisting with the upkeep of the Education Department's photo archives, filing systems, and instrument itinerary;
- Booking travel and accommodation for presenters, education specialists, workshop leaders, conductors and staff, under the supervision of the Education Assistant;
- Taking occasional minutes at meetings;
- Updating and maintaining the Department's address book and contact list;
- Mail merges and mass postings;
- Research for upcoming projects as required;
- Creating player fee sheets for payment;
- In conjunction with the Education Assistant, regularly inputting overhead expenditure in project budgets;
- Carrying out other related duties as requested.

An overview of the organisation and sector, including:

- The opportunity to shadow members of staff in other departments of specific interest to you, i.e. the Orchestra Personnel Manager, digital department, Librarian etc.
- Assist on projects/events outside the Education Department if and when they arise, i.e. semi-staged productions, fundraising events, digital projects
- Occasionally attend sector-wide events i.e. conferences or networking groups such as Young People in the Arts

You will possess:

- Strong administrative skills
- Strong organisational skills
- Excellent interpersonal and social skills
- The ability to work as part of a team and to tight deadlines
- An interest in the arts, particularly music, and an enthusiasm for engaging all different kinds of audiences with classical music
- Experience in using MS Office