

# philharmonia orchestra

## RESIDENCIES AND PROJECTS ASSISTANT

### JOB DESCRIPTION

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Reports to: Head of Recordings and Projects (Line Manager)  
Director, Residencies and Regional Programme (Head of Department)

The Residencies and Projects Assistant works closely with the Head of Recordings and Projects and Director, Residencies and Regional Programme to deliver the Orchestra's extensive programme of UK residency concerts, Music of Today series, commercial engagements, external recordings and film sessions, and special projects (including gala fundraising events, concerts featuring non-classical artists and events taking place outside the traditional concert hall setting).

### ROLE AND RESPONSIBILITIES

#### UK Residency Concerts, Commercial Engagements, Special Projects and Music of Today (MOT)

- Preparing and monitoring contracts with artists and venues for UK performances, in liaison with Concerts Department colleagues as required.
- Making availability checks for conductors and soloists.
- Undertaking research on composers and artists for the MOT series and acting as principal point of contact for enquiries related to MOT concerts.
- Preparing and issuing conductors' schedules for stand-alone concerts, MOT concerts and special projects; working with artists and their agents in the timely collection of information to be incorporated into these schedules.
- Overseeing complimentary ticket allowances, parking lists, security lists, car and travel bookings, hospitality arrangements and dressing room allocations for UK performances.
- Arranging flights and hotels for Orchestra players in connection with UK touring engagements, when required.
- In liaison with Concerts Departments colleagues, arranging travel and accommodation for artists, when required.
- Monitoring expenditure for MOT concerts and UK performances.
- Working with the Stage/Transport Manager to collate and ensure the timely distribution of technical specifications for UK regional engagements; ensuring that individual artists' requirements are met at regional venues.

- Providing logistical support to external suppliers and contractors such as staging companies, lighting designers, sound engineers and TV production companies, as required.
- Liaising with the Orchestra Personnel Manager, Librarian and Stage/Transport Manager to ensure full details of forthcoming UK performances are accurately communicated to promoters and other relevant parties.
- Defining instrument hire requirements for UK performances (other than the London Own Promotion Season) and making bookings where needed.
- As directed by Head of Recordings and Projects, supporting the Orchestra's associated programme of activities across the UK to include:
  - Providing event management support to the Director of Education for schools' concerts involving the Orchestra and the annual Composers' Academy; liaising between Concerts, Education and Digital Departments to ensure all event information is collated.
  - Providing support for special events related to the Orchestra's UK residencies outside the setting of a traditional concert hall.
- Coordinating the Orchestra's UK Working Group: recording and distributing the agenda and minutes and preparing materials in advance of meetings as directed by the Director, Residencies and Regional Programme.

### **External recordings & films**

The Residencies and Projects Assistant will support the Head of Recordings and Projects in all practical and logistical aspects of the Orchestra's external recording and film work, including:

- Checking availability of recording venues.
- Collating parking and security lists.
- Making such other arrangements as may be required in order to ensure the smooth running of recording and film sessions.

### **General Responsibilities**

The Residencies and Projects Assistant will be required to carry out general duties relating to office administration, including:

- Maintaining internal databases and undertaking bespoke repertoire and artists research.
- Coordinating meetings, booking travel and accommodation for the Director, Residencies and Regional Programmes, and for other colleagues as required.
- Liaising with the Librarian to acquire perusal scores or recordings for future projects.

## Other

- Attending UK concerts, special projects and events, Music of Today concerts, recordings and film sessions as required.
  - Undertaking such other duties as may reasonably be required by the Company.
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## PERSON SPECIFICATION

- A minimum of six months' experience in a relevant role, preferably within the classical music field.
- Superb organisational and administrative skills and meticulous attention to detail.
- Excellent verbal and communication skills.
- Ability to work as part of a team.
- Ability to work on own initiative.
- Ability to prioritise and multi-task.
- Ability to remain calm under pressure.
- IT literacy, including familiarity with Word and Excel, and accurate data entry skills.
- Willingness to work unsocial hours, including evenings and weekends, and to attend events when required.
- Willingness to travel within the UK when required.
- A knowledge of the arts combined with an appreciation for and understanding of classical music.

## ADDITIONAL INFORMATION

- Salary: c. £18,000 per annum.
  - Hours: 9.30 - 17.30, Monday - Friday (35 hours per week) plus evening and weekend work as required.
  - Annual leave: 28 days per annum, inclusive of public and Bank holidays.
  - The Company will contribute 6% of salary to a qualifying pension scheme.
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## APPLICATION PROCEDURE

To apply, please email your CV and covering letter to Rachel Jones, Head of Recordings and Projects: [rachel.jones@philharmonia.co.uk](mailto:rachel.jones@philharmonia.co.uk)

Please include details of two referees in your application, stating at what point in the recruitment process each of them may be contacted (we will not contact your referees without your permission).

Deadline for applications: **Monday 22<sup>nd</sup> May, 5pm.** Candidates invited for interview will be notified via telephone or email by close of business on **Tuesday 23<sup>rd</sup> May.**

First round interviews will be held on **Thursday 25<sup>th</sup> May** at the Orchestra's offices: 6 Chancel Street, London SE1 0UX.

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*The Philharmonia Orchestra is committed to equal opportunities. We are working to achieve diversity and welcome applications from all sections of the community.*