

# philharmonia orchestra

## **TRANSPORT MANAGER**

### **JOB DESCRIPTION**

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Reports to: Deputy Managing Director (Head of Concerts Department)

Line-manages: Assistant Stage / Transport Manager (non-driver)  
Freelance (casual) transport staff, both driving and non-driving

#### **KEY ROLE OBJECTIVES**

The Transport Manager is responsible for the supervision and delivery of the Orchestra's transport function, and for coordinating and managing the technical, stage management and instrument transportation requirements of the Orchestra. The post-holder is a member of the Concerts Department.

The Orchestra owns a Volvo Box Van with a revenue weight of 18,000 kg. The truck depot is in Croydon.

The postholder will hold a clean Category C+E licence, and will have a rigorous knowledge of regulatory requirements relating to the driving and maintenance of an HGV/LGV, both in the UK and overseas.

#### **ROLE & RESPONSIBILITIES**

- Organising transportation of the Orchestra's instruments for all rehearsals, performances, recording sessions, film sessions and other work as per the Orchestra's schedule, in the UK and overseas: ensuring that adequate transport support is provided for all work in the schedule.
- Driving the Orchestra's instrument lorry, both in the UK and overseas.
- Taking responsibility for engaging and managing casual and agency drivers as necessitated by the schedule, ensuring that such drivers have appropriate documentation (including holding appropriate driving licences, digital tachograph cards, medical checks, CPC training and entitlement to work in the UK).

- Taking responsibility for ensuring that legal requirements with regard to driving hours regulations are adhered to at all times; supervising and monitoring the working hours of all driving staff, including casual staff.
- Submitting documentation relating to drivers' working hours to the appropriate authority, in order to ensure full compliance with legal regulations; ensuring that copies of such documentation are lodged with the appropriate authority in order to meet legal requirements.
- Ensuring that the Orchestra's instrument truck is correctly maintained in full compliance with prevailing legal requirements.
- Liaising with colleagues in the Concerts and Finance Departments on a regular basis to establish when casual transport staff should be engaged in order to meet the needs of the schedule.
- Line-managing the Assistant Stage / Transport Manager, including carrying out performance appraisals.
- Taking responsibility for engaging and managing casual stage management staff as necessitated by the schedule, for example when the Assistant Stage / Transport Manager is on annual leave.
- Keeping accurate records of casual staff and their working hours, submitting those records on a monthly basis (or otherwise as agreed) to the Finance Department.
- Arriving at venues sufficiently early in order to supervise the unloading of the instrument truck, and to set up the stage.
- Overseeing the loading and unloading of the Orchestra's instrument truck as required at rehearsal venues, concert halls, recording studios and airports.
- Working with stage management staff to ensure that the stage is correctly set for all rehearsals, performances and other work, in good time for the arrival of the Orchestra's musicians and for the start of the relevant rehearsal, session or performance.
- Working with stage management staff to ensure that stage moves during performances are smoothly and efficiently carried out, in liaison with local venue staff as necessary.
- Liaising with the percussion section and timpanists in order to ensure that instrument delivery and pick-up arrangements, and stage set-up arrangements, are handled smoothly and collaboratively.

- Taking responsibility for the safety of the Orchestra's instruments while they are in the care of the transport operation.
- Liaising with players, the Assistant Stage / Transport Manager, casual transport staff, the Librarian and other colleagues in order to ensure that the correct instruments and boxes are on the truck for each period of work (and in cases where more than one truck is in use, to ensure that the correct instruments and boxes are on the correct truck in each case).
- Ensuring that instruments are stored safely and securely when they are out of individual players' possession, and that the Orchestra's instrument store at Southbank Centre is kept tidy and in good order.
- Ensuring that instruments owned by the Orchestra, together with flight boxes and other equipment, are maintained in good condition and serviced as required.
- Proactively looking ahead to identify any potential problems in the Orchestra's forward schedule, and working with colleagues to find solutions.
- Preparing clear and accurate stage plans in a timely fashion, as requested by colleagues in the administration.
- Assisting colleagues with the preparation of technical riders as required.
- Drawing up loading lists for overseas tours, in liaison with Concerts Department colleagues.
- Liaising with airlines, cargo handling agents and customs officials as required.
- Liaising with players and with Concerts Department colleagues in order to ensure that ATA carnets and similar documentation can be completed accurately and within the required time-scales.
- Identifying when special driving permits (including Sunday permits) are required for the instrument lorry; liaising with Concerts Department colleagues to ensure the relevant arrangements are made.
- Booking replacement vehicles when the instrument lorry is travelling overseas: liaising with colleagues in the administration to ensure that the cost of hiring such replacement vehicles is communicated for budgetary purposes.
- Attending planning meetings as required, for example to discuss projects with complex technical requirements, including staged and semi-staged performances.

- Carrying out advance site visits to proposed performance or rehearsal venues, as required.
- Assisting office colleagues to produce risk assessments, when required.
- Ensuring that safe manual lifting and handling policies are in place for all staff working with the Orchestra, in order to avoid damage to personnel or instruments.
- Acting as an ambassador for the Orchestra, behaving at all times in accordance with the professional standard required by the Company.
- Undertaking such other duties as may reasonably be required by the Company.

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## **PERSON SPECIFICATION**

### **ESSENTIAL**

- Proven experience in orchestral transport and stage management
- Clean C+E driving licence
- Transport Manager Certificate of Professional Competence (CPC)
- Extensive HGV/LGV driving experience in the UK and overseas
- Rigorous knowledge of the regulatory requirements governing driving hours and maintenance of HGV/LGV vehicles
- Respect and special consideration for valuable and delicate musical instruments
- Knowledge and experience of safe manual handling procedures
- Ability to interact easily with contacts at all levels
- Ability to remain calm under pressure
- Ability to deal diplomatically and tactfully with potentially difficult situations
- Strong attention to detail
- Self-motivation and initiative
- Ability to work as part of a team
- Physical fitness to undertake the role
- Willingness to work irregular and unsocial hours, including evenings and weekends
- Willingness to travel within the UK and internationally

### **DESIRABLE (training will be provided if required)**

- Experience of dealing with ATA Carnets and international customs
- Experience of drawing up stage plans

## **OTHER INFORMATION**

- Salary range: £30,000 - £35,000 per annum, depending upon experience (more may be available for an exceptional candidate)
- Annual leave: 28 days per annum, including public holidays
- Probationary period: 6 months
- 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 Fiona Martin, Deputy Managing Director: [fiona.martin@philharmonia.co.uk](mailto:fiona.martin@philharmonia.co.uk)

**Please specify the post for which you are applying.**

Please include within your application:

- Details of current and past employment
- Details of your notice period
- A telephone number on which we can contact you (this can be a mobile)
- Names and contact details of two referees (we will not contact your referees without your permission).

**Deadline for applications: Monday 12 June, 17.30.**

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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.*