

philharmonia orchestra

EMERGING ARTISTS PROJECT MANAGER (MATERNITY COVER, PART-TIME)

JOB DESCRIPTION

Reports to:	Head of Education (Maternity Cover)
Contract terms:	Maternity Cover: from August 2017, 3 days per week for a minimum of 6 months (maximum 12 months)
Key role objective:	The Emerging Artists Project Manager will play a crucial role in the Education Department, managing the Orchestra's flagship Emerging Artists programme while the Director of Education is on maternity leave.

The Philharmonia Orchestra is one of the world's great orchestras. Widely acknowledged as one of the UK's foremost musical pioneers, and with an extraordinary recording legacy, 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 and outreach programme strengthens and supports the Orchestra's presence in London and in its UK residencies, adding another dimension to the Orchestra's work, and reflecting the Orchestra's artistic integrity, identity and quality. The Department's work falls into four distinct strands – Schools and Young People, Communities and Family, Insights and the Emerging Artists Programme, reaching tens of thousands of people every year.

Through high quality, relevant and compelling programmes, we endeavour to inspire, excite, empower and engage a broad range of participants via an imaginative portfolio of participatory and educational projects, rooted in and reflecting the diversity of our residency communities. Partnership working is embedded within our practice, and as committed collaborators we design our projects with a wide range of organisations and stakeholders including our residency venues, Music Education Hubs, schools, universities, conservatoires, other arts organisations, community groups and local authorities.

ROLE AND RESPONSIBILITIES

The Philharmonia Orchestra is committed to providing opportunities to nurture, showcase and develop the next generation of artistic talent. The Orchestra's Emerging Artists programme consists of two distinct programmes: the Composers' Academy, and the Philharmonia MMSF Instrumental Fellowships. Both connect an annual cohort of young artists to the wider life of the Philharmonia and the expertise within its membership.

Music of Today Composers' Academy: three emerging composers at the start of their careers engage in a year-long programme curated by Unsuk Chin, culminating in a high-profile concert by Philharmonia players which premières the composers' work. Project management responsibilities will include:

- In consultation with Unsuk Chin, the Artistic Director of the Philharmonia's contemporary music series *Music of Today*, and project partner Royal Philharmonic Society, devise and curate the Composers' Academy schedule for the 2017/18 season.
- Work closely with three emerging composers at the beginning of their careers, supporting them through their composition process.
- Work closely with the Concerts Department (who run the *Music of Today* series) on all concert planning, contracts, player bookings, technical requirements, library and concert logistics, and ensure all aspects of the schedule are on the Orchestra's scheduling system, MOBI.
- Work closely with the Marketing Department on producing all print and online marketing materials for the Academy and concert, as well as the digital release of the final concert recordings on NMC Recordings.
- Stakeholder management with the Academy's key partners including the Royal Philharmonic Society, NMC Recordings, De Montfort University and the Conservatoire sector.
- Work with the Head of Trusts and Foundations on reporting requirements for the Academy funders and on proposals for the 2018/19 Academy.
- Manage the Academy budget and monitor project income and expenditure.

Philharmonia MMSF Instrumental Fellowships: a specialist scheme designed to support the development of talented orchestral instrumentalists at the beginning of their careers, not only to support their musical development, but also to provide Fellows with an awareness of how an orchestra runs and their role within it. Project management responsibilities will include:

- To manage 14 Fellows on the Fellowship Programme during the course of the 2017/18 Season, ensuring that key targets for their learning and development are met.
- Work closely with the relevant Philharmonia Principal players and Mentors within their sections, liaising with the Orchestra's Council of Management where necessary.
- Liaise with the Orchestra Personnel Manager on how and when the Fellows are booked for patches of work with the Orchestra.
- With the support of the Education Projects Coordinator, schedule coaching sessions and seminars with the Fellows and their Mentors.
- With the support of the Education Projects Coordinator, programme the Young Artist recital opportunities across the season, working closely with Concerts on logistics and technical requirements and with Marketing on all print and online marketing materials.
- With the support of the Education Projects Coordinator, manage the recruitment and audition process for the 2018/19 String, Woodwind, Brass, Harp and Piano Fellowships.
- Stakeholder management within the Conservatoire sector.
- Work with the Head of Trusts and Foundations on reporting requirements for the Fellowship funders and on proposals for the 2018/19 Fellowship programme.
- Manage the Fellowship budget and monitor project income and expenditure.

Other

- Attend and manage evening and weekend concerts and events as required within the nature of the post.
- When required, assist the rest of the Education Department team by sharing project attendance at Education events, including supporting with the management of project participants and artists, and providing assistance with logistics and pastoral care, and liaison with film crew when applicable, etc.

EXPERIENCE AND KNOWLEDGE**Essential**

- At least three years' relevant professional experience, preferably in an arts organisation.
- A strong commitment to music education, and understanding of higher education for performers.
- A knowledge of the arts combined with an appreciation for and understanding of classical music.
- Significant experience of working with professional musicians.
- Understanding of how a professional orchestra is run.
- Excellent communication skills and ability to deal diplomatically with a wide range of people and organisations.
- Confidence and ability to manage a large workload and work to deadlines.
- Sound financial skills and a proven ability to work to financial targets.
- Excellent administrative skills.
- Excellent verbal and written skills.
- Excellent interpersonal and social skills.
- Ability to work successfully as part of a team as well as the ability to work independently when the team is busy on projects.
- Ability to prioritise a mixed workload and to work to tight deadlines.
- Willingness to work unsocial hours, including evenings and weekends.
- A current and up-to-date DBS check.

Desirable

- Experience of fundraising and working in partnership with Trusts and Foundations.
- Knowledge of national initiatives in the arts, music and education.

ADDITIONAL INFORMATION

- Salary: £26,000 per annum pro rata (£15,600 per annum for a 3-day week).
 - Hours: 9.30 - 17.30 (35 hours per week) Monday - Friday, plus evening and weekend work as required.
 - Annual leave: 28 days per annum pro rata, including public holidays (17 days per annum for a 3-day week).
 - 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 detailing why you wish to be considered for the role to Alexandra Brierley, Director of Education:

alexandra.brierley@philharmonia.co.uk

Please include the following in your application:

- Telephone contact number (we will be discreet when contacting you)
- Details of two referees (we will not contact your referees without your permission).

Deadline for applications: Monday 17 July at 10.00am.

First interviews: Thursday 20 July (afternoon).

Second interviews: Monday 24 July (afternoon).

Interviews will be held at the Orchestra's offices in Southwark: 6 Chancel Street, London SE1 0UX. Candidates invited for interview will be notified, via telephone or email, by close of business on Tuesday 18 July. If you have not heard from us by this time, unfortunately your application has not been successful.

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