

philharmonia orchestra

DIGITAL PRODUCTION MANAGER

JOB DESCRIPTION

(FIXED-TERM CONTRACT: 18 months, with the possibility of extension)

Reports to: Head of Digital (Head of Department)

Background

The Philharmonia Orchestra's in-house Digital team has been creating cutting-edge, award-winning work for more than a decade, from its [web, video and audio content](#) to iPad app [The Orchestra](#), through to large-scale [digital installations](#) RE-RITE, *Universe of Sound* and MusicLab, which have toured the world. More recently, the Orchestra moved into Virtual Reality in early 2015, and has created three VR experiences to date, which have toured internationally. Their second VR film – *Beethoven's Fifth* – won a Raindance Film Festival Award for *Best VR Music Experience* in late 2017, and was showcased at SXSW in March 2018.

The Virtual Orchestra is the successor to iOrchestra, the Philharmonia Orchestra's award-winning digital and outreach-led audience development project that attracted over 121,000 visitors in 2014-15 in South-West England. We have won the Royal Philharmonic Society Award for 'Audiences and Engagement' three times over six years, most recently for *iOrchestra*. Our 2016 pilot for *The Virtual Orchestra*, at London's Southbank Centre, reached 10,000 people.

As the Orchestra heads into an exciting new chapter under the artistic leadership of Principal Conductor Esa-Pekka Salonen, we are looking for a Digital Production Manager to join the digital team, reporting directly to the Head of Digital.

Role Summary

The Digital Production Manager will lead on the delivery of the Orchestra's Digital production work with a particular focus on the delivery of *The Virtual Orchestra* over the course of the next 18 months.

Building on the success of *The Virtual Orchestra* pilot in London in September 2016, and taking forward learning from *iOrchestra*, from July 2018 we are embarking on a major four-year audience development project in our residency centres of Leicester, Bedford, Canterbury and Basingstoke, with the aim of attracting a new and more diverse audience for our programme in these locations. At the heart of *The Virtual Orchestra* sits a large-scale ten-room 40m x 20m installation called [Universe of Sound](#), which is a touring speaker- and projection-based exhibition that can transform a building into a giant orchestra that you can walk through. The Orchestra's new VR experiences will also be showcased around the main installation. The Digital Production Manager would be the project lead for the touring of this installation and the VR, overseeing the build and de-rig of the installation across four locations in 18 months, with support from a senior freelance Production Manager and Technical Producer for the on-site builds and de-rigs. *The Virtual Orchestra* is a multi-layered audience development project that builds around *Universe of Sound* to include VR showcases, schools, community and family workshops; a fringe programme and live performances; all outside traditional concert hall venues.

ROLE & RESPONSIBILITIES:

- To produce and deliver digital projects and productions (in particular, *The Virtual Orchestra*, as described above) for the Philharmonia Orchestra, working with internal and freelance staff; to work on all stages of production including budgeting, proposals, design, pre-production, production and post-production.
- To work as the project lead on *The Virtual Orchestra* for the Digital Department
- To administer and monitor budgets for Digital projects and productions under the guidance of the Head of Digital.
- To manage and work in close liaison with freelance technicians and production managers, to realise projects within allocated resources.
- To book and coordinate production crew, including freelance production managers, for Philharmonia Orchestra projects and productions.
- To create schedules for Digital productions, in liaison with relevant freelance staff.
- To manage pre-production work and logistics for projects and productions, including duties such as:
 - Making travel and hotel arrangements as necessary;
 - Arranging visas and work permits as necessary;
 - Undertaking artist liaison for Digital projects as required;
 - Compiling and updating personnel lists, equipment lists and other databases;
 - Co-ordinating rigging and de-rigging as required in venues, and ensuring safe transit.
- To undertake such other duties as may reasonably be required by the Company.

Responsibilities with specific reference to *The Virtual Orchestra*:

- Take lead responsibility for the delivery of *The Virtual Orchestra* main installation.
- To liaise with local Councils and to prepare necessary documentation (event licensing, health and safety, etc.).
- To liaise with local Councils, and with events team representatives, regarding access to sites and venues.
- To liaise with marquee companies and equipment suppliers regarding safety barriers, security and plant hire.
- To coordinate technical crew on *The Virtual Orchestra*, including sound, stage & tent crew.

PERSON SPECIFICATION

Essential

- A proven track record of delivering projects to the highest level of artistic and production value.
- At least 3 years' experience within a production environment, preferably within the arts – music, festivals, dance, theatre etc.
- Hands-on experience in mounting productions, ideally with a focus on productions involving digital elements.
- Experience in multiple production disciplines, including audio, video, lighting and rigging.
- Experience in creating Risk Assessments, Method Statements and other Health and Safety related materials.
- Familiarity with contract preparation.
- Excellent organisational and administrative skills.
- Ability to prioritise and to cope with a busy and demanding workload.
- A high level of literacy and numeracy.
- Excellent IT skills including familiarity with Microsoft Office software packages.
- A problem-solving approach.
- Ability to work well with colleagues and to be a good team player.
- Willingness to work unsocial hours when necessary, including evenings and weekends.
- Willingness to travel within the UK, and potentially overseas, as required.
- Ability to remain calm, professional and positive when working under pressure.

Desirable

- Experience in technical drawing programs (e.g. AutoCad).
- Working on outdoor or site-specific events.
- Experience in touring productions overseas, including production logistics.
- Experience of working with young people and community groups.
- Passion for arts and culture; an interest in orchestral classical music would be an advantage.

ADDITIONAL INFORMATION

- Salary: in range £27,000 - £29,000 per annum, depending on experience; more may be available for an exceptional candidate.
- Contract: 18 months fixed term with the possibility of extension.
- Hours: 9.30 – 17.30, Monday – Friday (35 hours per week); evening and weekend work will be required (for which time off in lieu will be available).
- Annual Leave: 28 days per annum, inclusive of public and Bank holidays.
- Pension: the Company will contribute 6% of salary to a qualifying pension scheme.

APPLICATION PROCEDURE

To apply, please email your CV and covering letter to Tom Gillet: tom.gillet@philharmonia.co.uk

We would be grateful if you would also complete our Equality and Diversity Monitoring Form (which can be found directly below) and return it to us with your application.

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 (*please note date change*): **17.00 on Wednesday 18th April**. First interviews will be held on **Monday 23rd April** at the Philharmonia Orchestra's office, 6 Chancel Street, London SE1 0UX; second interviews will be held the following week.

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

philharmonia orchestra

EQUALITY AND DIVERSITY MONITORING FORM

The Philharmonia Orchestra is committed to equality and diversity in its employment practices.

In order to help us monitor the effectiveness of our policies we ask for your co-operation in completing this form and returning it to us with your application. All information provided will be treated confidentially and anonymously; it will not be kept with your application, nor will it form part of the selection process. Completion of this form is not mandatory and failure to complete it will not prejudice your application.

GENDER

The Equality Act 2010 protects people against discrimination on the grounds of their age and sex.

Please indicate your gender:

Male Female Non-binary Prefer not to say

If other, please specify:

AGE

Please check the appropriate box:

18-19 20-24 25-29 30-34 35-39
40-44 45-49 50-54 55-59 60-64 65+
Prefer not to say

NATIONALITY

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

Please specify your nationality:

ETHNIC ORIGIN

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please check the appropriate box.

How would you describe your ethnic origin?

White

- British
- Irish
- Gypsy or Irish Traveller
- Any other white background:

Please specify:

Mixed

- White and black Caribbean
- White and black African
- White and Asian
- Any other mixed background:

Please specify:

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background:

Please specify:

Prefer not to say

Black or black British

- Caribbean
- African
- Any other black background:

Please specify:

Other ethnic groups

- Arab
- Other ethnic group:

Please specify:

DISABILITY

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term negative effect on their ability to carry out normal day-to-day activities. It protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia.

Do you consider yourself to have a physical or mental disability or health condition as defined by the Equality Act 2010?

- Yes
- No
- Prefer not to say

If yes, please indicate the nature of your disability or long term condition:

- | | | | |
|-------------------------|--------------------------|------------------------------------|--------------------------|
| Visual impairment/Blind | <input type="checkbox"/> | Mental health | <input type="checkbox"/> |
| Hearing impairment/Deaf | <input type="checkbox"/> | Invisible disabilities | <input type="checkbox"/> |
| Physical impairment | <input type="checkbox"/> | Cognitive or learning disabilities | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> | | |

If other, or you wish to supply more information, please specify:

SEXUAL ORIENTATION

The Equality Act 2010 identifies sexual orientation as a 'protected characteristic' group which means people who identify as gay, lesbian, bisexual or heterosexual/straight are protected against discrimination.

What is your sexual orientation?

- Heterosexual
- Gay woman/lesbian
- Gay man
- Bisexual
- Prefer not to say

If you prefer to use your own term, please specify here