

# philharmonia orchestra

## EDUCATION COORDINATOR

### JOB DESCRIPTION

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Line Manager: Learning and Participation Producer  
Head of Department: Director of Education

Key role objectives: To provide administrative and project support for the Philharmonia Orchestra's Education Department

#### ABOUT THE PHILHARMONIA ORCHESTRA

Widely acknowledged for its pioneering approach to the role of an orchestra in the 21st century, the Philharmonia leads the field for the quality of its playing and its innovative work with residencies, music education, audience development and the use of new technology to reach 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 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 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 Southbank Centre, our UK-wide residency venues, Music Education Hubs, schools, universities, conservatoires, other arts organisations, community groups and local authorities.

*The Philharmonia Orchestra is committed to equal opportunities and welcomes the positive impact that difference has in our teams. We are working to achieve diversity and welcome applications from all sections of the community.*

## **ROLE AND RESPONSIBILITIES**

The Education Coordinator plays a crucial role in the Education Department, supporting the Director of Education, Learning and Participation Producer and Community Outreach Manager in all areas of the Department's output.

Working closely with the Learning and Participation Producer, the postholder will support and coordinate a wide range of education and outreach projects, including the school concert series Orchestra Unwrapped and programmes of work with a variety of higher education partners. The role will involve on the ground project work and regular interaction with project participants and external partners.

The Education Coordinator will also lead on day-to-day administration for the team to support the smooth running of the Education Department.

## **PROJECT RESPONSIBILITIES**

### *Orchestra Unwrapped*

Support the Learning and Participation Producer with the Philharmonia's school concert series Orchestra Unwrapped, which takes place in Leicester, Basingstoke, Bedford and London.

Responsibilities will include:

- Managing and updating the online booking system.
- Dealing with all school bookings and enquiries.
- In liaison with the Learning and Participation Producer, managing all communications with schools, including opening of bookings, workshop opportunities, teacher INSET sessions and concert reminders.
- Compiling and sending all confirmation letters to school bookers, as well as raising invoices and following up payments from schools via Tessitura.
- Liaising with the Finance Department when payments are received from schools.
- Sourcing and booking venues for the teacher INSET sessions.
- Preparing and printing resource packs and materials for all schools.
- Creating seating plans for each concert.
- Collating and scanning art work from schools for display in the concerts.
- Preparing evaluation documents and compiling feedback.

### *Orchestra Unwrapped school workshop programme*

Support the Learning and Participation Producer with Orchestra Unwrapped school workshops, coordinating the delivery of the programme. Responsibilities will include:

- Managing all communication with schools, including scheduling workshops and ensuring that the relevant logistical requirements are taken care of.
- Booking Philharmonia players in collaboration with the Learning and Participation Producer
- Liaising with workshop leaders on planning and requirements, including booking travel.
- Working in partnership with the Digital Department on the Orchestra Unwrapped film project for schools, including organising in-school film workshops, collating the appropriate recorded media consent forms from schools and ensuring the final edited films are ready for display during the concerts.
- Preparing evaluation documents for pupils and teachers and compiling feedback.
- Attending workshops to ensure they run smoothly.

### De Montfort University and University of Leicester

The Orchestra's Leicester residency has two significant higher education partnerships which involve a wide range of programme delivery. This role will coordinate aspects of the partnership programme, overseen by the Learning and Participation Producer. Responsibilities will include:

- Liaising with both universities on arrangements for their respective instrumental scholarship schemes.
- Compiling learning agreements for scholarship students and Philharmonia mentors.
- Scheduling lessons with scholarship students and Philharmonia players.
- Organising venues for lessons.
- Scheduling coaching sessions with student ensembles and coordinating arrangements for side by side performance opportunities with Philharmonia musicians
- Supporting the Learning and Participation Producer with player bookings for ensemble coaching and side by side projects.
- Attending University of Leicester Music Association meetings at least once per year to ensure good communication between the Philharmonia and the student committee.

### Conservatoires

The Orchestra has a number of important partnerships with the conservatoire sector with whom we deliver a range of projects. The Education Coordinator will manage these projects. Responsibilities will include:

- Overseeing the administration of the Royal College of Music and Royal Academy of Music Side-by-Side Scheme, and ensemble coaching projects with Trinity Laban Conservatoire of Music and Dance.
- Liaising with Conservatoires, Higher Education partners and the Philharmonia Concerts Department to confirm rehearsal dates, timings, and student numbers
- Liaising with the Orchestra's Personnel Manager and Stage Manager to ensure all logistical and practical considerations have been covered.
- Communicating with artists' agents to gain relevant rehearsal permissions from conductors and soloists.
- Attending side-by-side opportunities and open rehearsals to meet and greet students.

### Emerging Artists Programme

The Orchestra has large and ambitious Emerging Artists Programme which includes programmes that support orchestral instrumentalists, composers and conductors at the beginning of their professional careers. Responsibilities will include:

- Working closely with the Director of Education and Community Outreach Manager to undertake various administrative duties relating to the Emerging Artists Programme.
- Working with the Community and Outreach Manager to oversee and update the online application system for the annual Instrumental Fellowship programme.
- Assisting with audition preparation, including sourcing spaces and booking pianists, and helping to steward auditions.
- Processing registration fees for the Instrumental Fellowship programme via Tessitura.

## **DEPARTMENTAL ADMINISTRATIVE RESPONSIBILITIES**

The Coordinator role will also undertake administrative duties across the Education Department, including:

- Scheduling meetings and assisting with diary management for the Department.
- Taking minutes at meetings.
- Answering the main Education Department telephone line.
- Update the Orchestra's scheduling system, MOBI, with all Education content, ensuring that all project sessions and concerts are transferred across into the team calendars.
- Making travel and hotel bookings for the Education team, players and workshop leaders in discussion with the project lead.
- Preparing player agreements and contracts for projects in discussion with the project lead.
- Assisting with the preparation of music and resources for projects.
- Coordinating with the team to ensure that the Department's web pages are kept up to date.
- Ensuring that the Department is GDPR compliant.
- Assisting the Department on all DBS checks and related administrative tasks.
- Ensuring that any photographs from Education projects are stored in line with the Philharmonia photography management procedure.
- Collating project information for the annual Arts Council England Survey and assist members of the team with any funding reports as necessary.
- Coordinate the writing and printing of the Education sections for the Philharmonia's monthly schedules, which is distributed to all players.

## **FINANCIAL RESPONSIBILITIES**

- Inputting all Department expenditure into project budgets to ensure accurate expenditure tracking.
- Producing fee sheets for players and workshop leaders across the Department's projects.
- Managing the Department's general travel and office supplies budget.
- Assisting the Director of Education, Learning and Participation Producer and Community and Outreach Manager with end-of-year financial reconciliation.

## **PROJECT ATTENDANCE**

The Education Coordinator will share project attendance with the rest of the Education team as and when required, which includes the following responsibilities:

- Acting as the sole representative of the Education Department on smaller projects to ensure the smooth running of events (e.g. sit-ins, teacher training sessions, school workshops and pre-concert talks).
- Providing support to the Director of Education, Learning and Participation Producer and Community and Outreach Manager on larger projects, including managing project participants and artists, helping with project set-up, assisting with logistics and pastoral care, liaising with photographers or film crew when applicable.

## **GENERAL**

- Undertaking such additional duties as the Company may reasonably require.
  - Ensuring that day to day activities embrace environmental sustainability and wherever possible making choices that reduce the impact upon the environment by minimising waste, maximising recycling, saving energy and reducing the Education Department's carbon footprint.
  - Seeking opportunities for involving members from protected characteristic groups wherever possible.
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## **PERSON SPECIFICATION**

### **Essential**

- Experience of project administration and delivery
- Strong administrative skills with a meticulous eye for detail
- Ability to prioritise a busy workload often with multiple ongoing tasks and tight deadlines
- Excellent interpersonal skills and ability to communicate with a diverse range of people of all ages and backgrounds
- Ability to work successfully as part of a small and busy team as well as taking initiative and responsibility when working alone
- Excellent computer skills, including familiarity with Microsoft Office
- An understanding of the issues that may be faced when working with children and vulnerable adults
- A flexible approach, and a willingness to work unsocial hours (evenings and weekends) when required
- Willingness to travel outside London (e.g. to the Orchestra's residency venues in Leicester, Bedford, Basingstoke and Canterbury) as required
- Experience of Safeguarding and Child Protection best practice
- The postholder will require an up to date DBS check; this can be arranged by the Philharmonia if the successful candidate does not already have one

### **Desirable**

- A strong commitment to, and knowledge of, music education
  - An understanding of the barriers to arts engagement, and an interest in widening diversity and equality of opportunity within the arts
  - Enthusiasm for and knowledge of classical music repertoire
  - Experience of working with a range of artists and musicians
  - Sound financial skills and experience working on project budgets
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## ADDITIONAL INFORMATION

- Salary: in range £20,000 - £22,000 per annum, depending on experience.
  - Hours: 09.30 - 17.30, Monday to Friday (35 hours per week); in addition, evening and weekend work will be required, for which time off in lieu will be available in line with the Company's policies.
  - Annual Leave: 33 days per annum, inclusive of public and Bank holidays.
  - Pension: the Company has a pension scheme into which you will automatically be enrolled (subject to the provisions of auto-enrolment legislation) upon completion of a 3-month qualifying period, and into which the Company will pay 6% of salary
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## APPLICATION PROCEDURE

To apply, please email your CV and covering letter to Yasmin Hemmings, Learning and Participation Producer: [yasmin.hemmings@philharmonia.co.uk](mailto:yasmin.hemmings@philharmonia.co.uk)

Please also complete our Equality and Diversity questionnaire and return it with your application. The questionnaire can be found on our website: <https://www.philharmonia.co.uk/vacancies>

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: 17:00 on Thursday 12 September.**

First round interviews will be held on **Wednesday 18 September** at the Philharmonia Offices, 6 Chancel Street, London SE1 0UX; second round interviews will be held the following week.

*If you have not heard from us by close of business on Monday 16 September, unfortunately your application has not been successful.*

*Candidates are required to have the right to work in the UK.*