

philharmonia orchestra

CONCERTS AND PROJECTS COORDINATOR

JOB DESCRIPTION

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

ROLE AND RESPONSIBILITIES

- Arranging conductors' rehearsal and performance schedules for periods of work linked to the Royal Festival Hall Own Promotion Season.
- Preparing the Orchestra's monthly schedule using the online diary system; issuing subsequent amendments.
- Booking UK rehearsal halls; keeping the online diary system updated with rehearsal hall bookings.
- Making availability checks for conductors, soloists and choirs for Own Promotions concerts and associated projects, as directed by the Deputy Managing Director.
- Issuing artists' contracts, as directed by the Deputy Managing Director, and keeping artists' fees documents updated.
- Registering repertoire in Southbank Centre's clash system, and updating the online diary system accordingly.
- Attending Southbank Centre Operations Meetings and acting as the main point of liaison with Southbank Centre staff regarding operational aspects of the Own Promotions Season.
- Acting as liaison person for BBC Radio 3 Own Promotions Season with regard to broadcast concerts.

- Arranging UK Certificates of Sponsorship as required for artists and other relevant personnel in respect of periods of work linked to the Own Promotions Season.
- Making reservations and maintaining an accurate record of bookings at any hotel where the Orchestra may have a reciprocal agreement.
- Making hotel reservations and car bookings for artists, as required.
- Proof-reading Royal Festival Hall concert programmes and brochures as required.
- Completing Southbank Centre schedules of technical requirements.
- Attending all Own Promotion concerts in the Royal Festival Hall; attending rehearsals as required.
- Attending and acting as liaison person for early evening performances and pre-concert talks in the Royal Festival Hall, as required.
- Compiling and distributing emergency contact lists for events occurring over weekends.
- Hiring keyboard instruments when necessary for orchestral or soloists' use at rehearsals and Royal Festival Hall concerts, ensuring that tuning, delivery and collection times are agreed.
- Arranging piano trials at Southbank Centre as required, liaising with artists' agents and Southbank Centre staff.
- Compiling security lists for rehearsals and concerts in the Royal Festival Hall.
- Providing administrative support for the Deputy Managing Director as required.
- Undertaking such other duties as may reasonably be required by the company.

PERSON SPECIFICATION

- A minimum of one year's experience in a relevant role, preferably within the classical music field.
- First-class organisational and administrative skills.
- Meticulous attention to detail.
- Ability to prioritise and to cope with a busy and demanding workload.
- Excellent verbal and communication skills; ability to deal courteously and diplomatically with people at all levels.
- Self-motivated and able to work on own initiative.
- Ability to work well with colleagues and to be a good team player.
- Willingness to work unsocial hours, including evenings and weekends.
- A knowledge of the arts in general, and a passion for classical music in particular

ADDITIONAL INFORMATION

- Salary: in range £20,000 - £22,000, depending upon experience
- Annual leave: 28 days per annum, including public and bank holidays
- The Company will contribute 6% of salary to a qualifying pension scheme

APPLICATION PROCEDURE

To apply, please email your CV and covering letter to Fiona Martin, Deputy Managing Director: fiona.martin@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 10 July at 10.00am.

First interviews: Thursday 13 July (afternoon).

Second interviews: Tuesday 18 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 11 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.

