

# Candidate Application Pack

Orchestra Manager

**OMP**  
ORCHESTRA

Dear Candidate,

Thank you for expressing an interest in applying to the role of **Orchestra Manager**.

We know how much time and effort can go into applying for a role, so have created this pack to give you as much relevant information as we can to help you as you prepare your application.

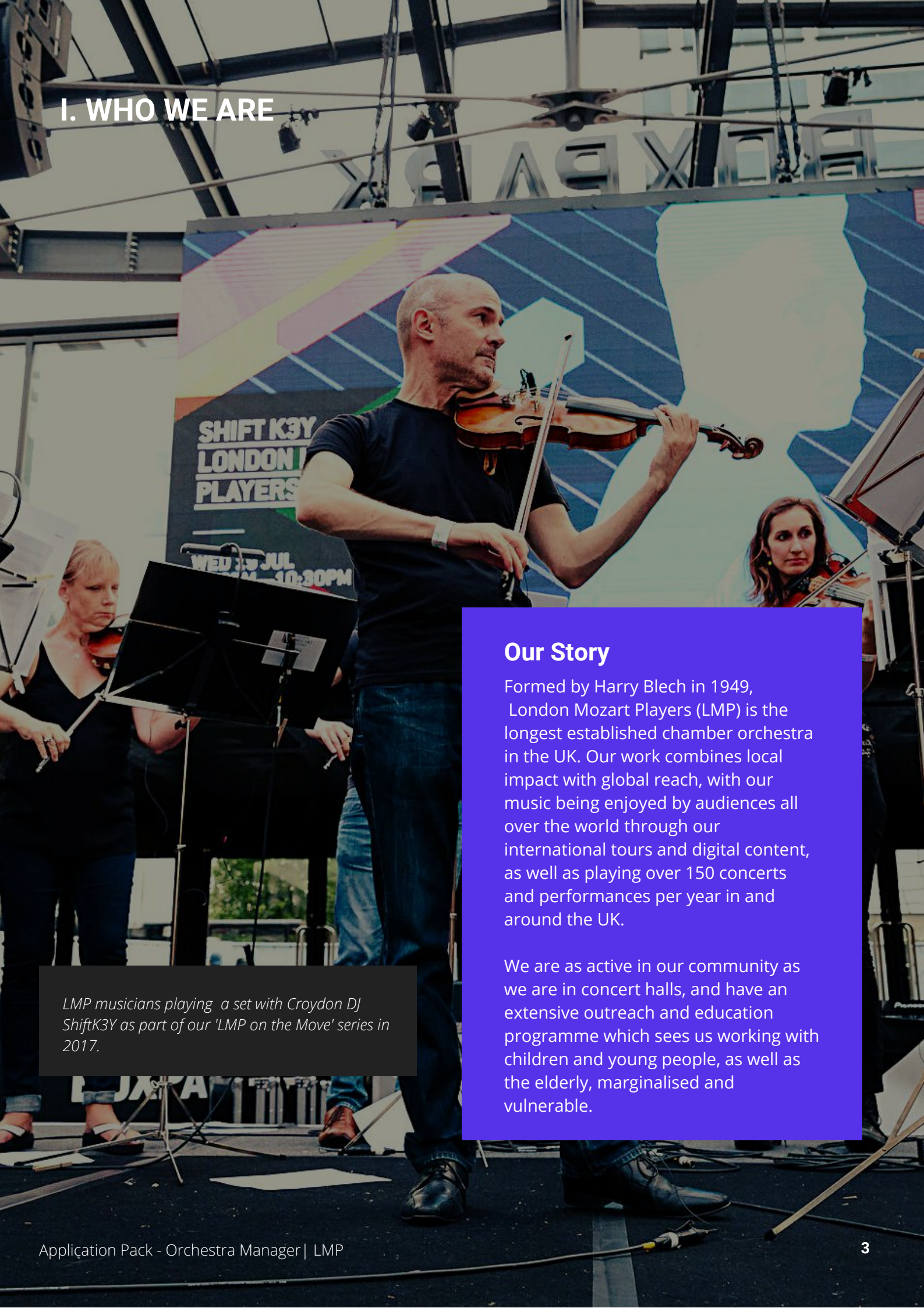
If you have any questions ahead of completing your application, please feel free to get in touch with Business Development Manager Ceri Sunu via email to [recruitment@lmp.org](mailto:recruitment@lmp.org).

We look forward to receiving your application.

### London Mozart Players

<b>Role</b>	Orchestra Manager
<b>Contract Type</b>	Permanent
<b>Hours</b>	Full time (35 hours per week)
<b>Salary</b>	£27,000 - 29,000 per annum
<b>Location</b>	Fairfield Halls, Croydon, plus frequent travel across the UK and occasional travel internationally
<b>Application Closing Date</b>	11.59pm, Sunday 9 July 2023
<b>Interviews</b>	Thursday 20 and Friday 21 July

# I. WHO WE ARE



*LMP musicians playing a set with Croydon DJ ShiftK3Y as part of our 'LMP on the Move' series in 2017.*

## Our Story

Formed by Harry Blech in 1949, London Mozart Players (LMP) is the longest established chamber orchestra in the UK. Our work combines local impact with global reach, with our music being enjoyed by audiences all over the world through our international tours and digital content, as well as playing over 150 concerts and performances per year in and around the UK.

We are as active in our community as we are in concert halls, and have an extensive outreach and education programme which sees us working with children and young people, as well as the elderly, marginalised and vulnerable.



**Whilst we're proud of our long-standing history, we don't believe that longevity alone should be the measure of what makes a successful orchestra. As we look to the future, we're giving much more attention not only *what* we do, but the *way* we do it.**

#### **OUR PROGRAMMING**

When putting on our own concerts, our approach to programming is both player and audience-led, and aims to ensure that we are representing diversity in its widest sense; pairing well-known pieces with lesser known works; promoting young, up and coming artists and conductors; and experimenting with new, experiential concert formats to make our work as accessible as possible for the audiences we wish to serve.

#### **OUR LEADERSHIP**

We are fortunate to have two Leaders within the orchestra – violinists Ruth Rogers and Simon Blendis. Both highly esteemed and well-regarded musicians in their own right, Ruth and Simon have served as Leaders at LMP since 2014 and 2015 respectively. Overall running of the orchestra sits with our Chief Executive Flynn Le Brocq alongside a committee of players, our management team and Conductor-in-Residence and Artistic Advisor Jonathan Bloxham.

Ensuring our leadership reflects diversity of thought as well as background has been a key, deliberate step that we've taken over the past few years, and continues to inform the way we view and define our success and progress.

#### **OUR VALUES**

Although we are passionate about our pursuit for artistic excellence, one remark that is often made of our team and orchestra is how friendly and welcoming we all are. This may seem a simple thing, but it's a trait we work hard to upkeep as it's important to us that everyone we work with feels valued and respected.

#### **OUR IMPACT**

We've been doing community and education work since 1989, and it has become an integral part of our identity as an organisation. As well as giving us the opportunity to reach into local communities, it has also opened the door for us to work on a number of varied and interesting projects, including projects with dementia sufferers, adults with learning disabilities, members of the homeless community and interdisciplinary projects with amateur arts groups.





**If we want to see an illustration of  
how classical music brings a  
community together, LMP would be a  
good place to start.**

- Jon Jacob

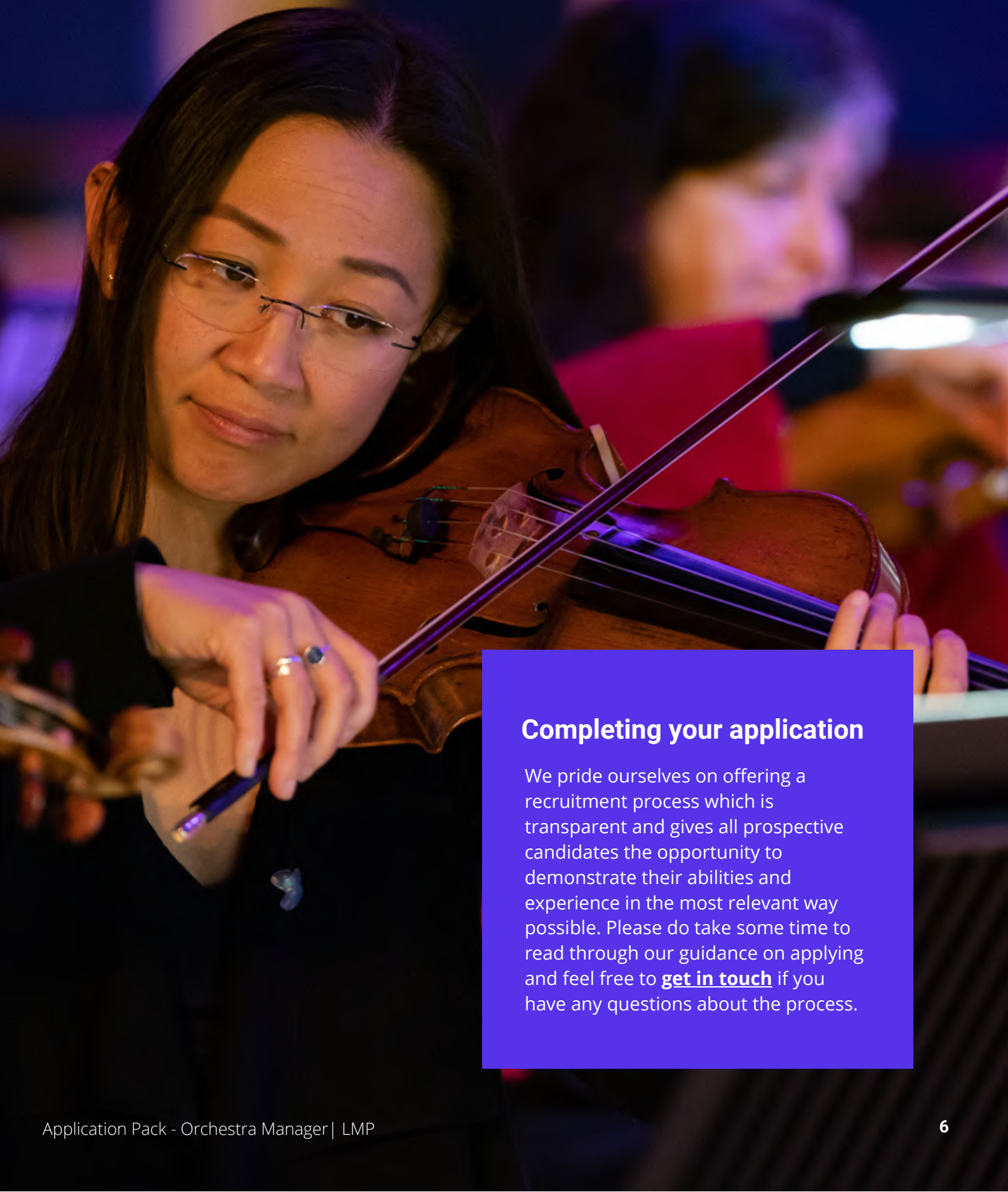


**They possess an unfailing  
professionalism, artistry, and  
commitment to music.**

- John Suchet



## II. HOW TO APPLY



### Completing your application

We pride ourselves on offering a recruitment process which is transparent and gives all prospective candidates the opportunity to demonstrate their abilities and experience in the most relevant way possible. Please do take some time to read through our guidance on applying and feel free to **get in touch** if you have any questions about the process.



**The final closing date for applications is 11.59pm on Sunday 9 July 2023. Shortlisted candidates will be invited to attend interviews on Thursday 20 and Friday 21 July. Please note that late applications will not be accepted.**

It's really important to us that we build an inclusive and diverse organisation that reflects the rich cultural blends of the communities we serve. We recognise that diversity in the workplace brings a wealth of benefits to us as an organisation and our audiences, and strongly encourage applications from people of all ages, of Black, Asian, and ethnically diverse backgrounds, women, trans and non-binary candidates, LGBTQ+ candidates and those that are disabled.

If you have any access needs relevant to the application process, please get in touch with our Business Development Manager Ceri Sunu via email to [recruitment@lmp.org](mailto:recruitment@lmp.org) for a confidential conversation. Unfortunately, we are not in a position to sponsor work visas, therefore we can only consider applicants who already have the right to work and live in the UK.

## THE APPLICATION PROCESS

To apply, please complete the [Orchestra Manager application form](#). To complete the form, you will need to provide a link to your CV, plus answers to the following three questions:

- ***What makes you a great fit for this role?***  
(When answering this question, please refer to the person specification below).
- **Please give us an example of a concert or event that you have planned and / or managed. What steps did you take before and during the event to ensure its success?**
- **What do you feel are the three most important considerations to building good working relationships with performers and promoters?**



## MAIN PURPOSE OF THE ROLE

Reporting to the Artistic Projects Manager, the Orchestra Manager will ensure the smooth delivery of all LMP concerts and engagements, helping to uphold the standards of artistic excellence that LMP has become so well known for.

## STANDARD HOURS & WORKING PATTERN

Our standard office hours are from 10am – 6pm Monday to Friday, but as many of our concerts take place during evenings and weekends you will often be required to work outside of these times. Where this is needed, you'll be given the chance to redeem additional hours worked by taking time off in lieu (TOIL). Equally, there is some scope for flexibility on the exact working pattern, which will be determined once the successful candidate has been appointed. Please note that as part of the fixing duties and responsibilities of the role, the Orchestra Manager will often need to be "on call", in case of last-minute changes in player availability.

## SPECIFIC DUTIES AND RESPONSIBILITIES

### Concert Planning & Administration

- Booking and fixing players in a timely manner, in line with programming requirements and in accordance with the ABO/MU agreement
- Creating and distributing concert schedules in a timely and accurate manner
- Researching venues, music hire, and concert materials when appropriate
- Liaising with artists, agents, venue teams, caterers and volunteers
- Discussing and agreeing rehearsal schedules with conductors and guest artists, making efficient use of the orchestra's time
- Working with the Orchestral Librarian to ensure that concert materials are prepared in a timely manner, including preparing music for players (marking up parts, putting copies into folders, creating extra parts)

### Stage Management & Operations

- Acting as the first point of contact for orchestral players and promoters
- Acting as Stage Manager for the orchestra at most concerts
- Establishing seating plans for all concerts and engagements
- Unpacking music and equipment after concerts, ensuring that materials used are correctly returned and tidied
- Maintaining inventory of equipment and, where necessary, logging lost property
- Ensuring rehearsals and performances are run in accordance with ABO/MU guidelines
- Providing debriefs and feedback to management on each concert



## **SPECIFIC DUTIES AND RESPONSIBILITIES** *(continued)*

### **Player Recruitment**

- Working with the Artistic Projects Manager and other key members on the appointment of new players
- Accurately monitoring the orchestral trial process
- Ensuring that recruitment processes are conducted in line with LMP's Equitable Recruitment Principles

### **Safeguarding**

- Working alongside the Artistic Projects Manager to ensure compliance with all safeguarding and licensing arrangements for young performers
- Where relevant, reporting any safeguarding concerns amongst LMP's musicians (both members and extras).

### **Finance & Office Administration**

- Working with the Finance team to oversee the monthly player payment process, ensuring payments are made on time and in accordance with the ABO/MU Agreement.
- Supporting the Director of Operations and Bookkeeper with timely invoice processing and tracking
- Maintaining accurate records of our concerts and engagements pipeline
- Supporting the Artistic Projects Manager to develop and prepare concert budgets

### **Compliance**

- Maintaining up to date knowledge of ABO and MU agreements and guidelines, and ensuring the orchestra operates in line with these.

This job description is not intended to be exhaustive and it is likely that duties and responsibilities will develop as the organisation continues to grow and the appointee is given opportunity to make their own recommendations about the way we work.

## **PERSON SPECIFICATION**

*This role will be perfect for you if:*

- You're eager to learn about the inner workings of a professional artistic organisation, or you're an experienced Orchestra Manager looking to work with a highly established chamber orchestra
- You enjoy having lots of variety in your work
- You're a skilled multi-tasker who is capable of spinning lots of plates

## **PERSON SPECIFICATION** *(continued)*

*You'll definitely need:*

- The right to live and work in the UK (unfortunately we're not in a position to sponsor work visas)
- A full, clean driving licence
- An enthusiasm for the work of the London Mozart Players, arts, music and culture
- A good knowledge of orchestral repertoire
- A working understanding of how concerts and events are planned and managed
- To be very organised, with a meticulous attention to detail
- A willingness to get stuck in with different types of tasks
- The ability to work across a range of different projects and areas simultaneously
- A way with people – great relationship-building and communication skills as well as emotional intelligence and sensitivity
- A cool head, with the ability to work well under pressure and to tight deadlines
- To be highly proactive, good at anticipating needs and finding solutions to unexpected problems
- Up-to-date IT skills and confidence learning new software
- Excellent communication skills, both written and verbal
- The ability to adapt to and prioritise a shifting workload
- The ability to work as part of a small, close-knit team

*It would also be a bonus (but not essential) if you have:*

- A car that you can use for work
- The ability to read music
- Previously worked for an arts and culture organisation
- A personal connection to Croydon
- Some understanding of the orchestral world or of working in an arts environment, either on a professional or non-professional basis

## **BENEFITS**

- 20 days holiday per year + public holidays (as long as it's not a concert day!)
- Extra holiday between Christmas and New Year (subject to the LMP diary)
- Discounted concert tickets for friends and family
- Support for your personal and professional development, including opportunities to attend conferences and training

**We look forward  
to receiving your  
application.**

London Mozart Players  
Fairfield Halls  
Park Lane  
Croydon  
CR9 1DG

Registered CIO No.: 290833  
Register company No.: 8882717

