

## International Partnerships and Projects Manager

London, Greater London (Hybrid)

£35,000 per year

Full-time | Fixed term, one year, with the option to extend subject to performance and funding

### Overview of the Organisation

The Philharmonia Orchestra is one of the world's great orchestras and has been creating thrilling performances for a global audience since 1945.

### Artistic Leadership

Celebrated young Finn Santtu-Matias Rouvali is our Principal Conductor. Santtu follows in the footsteps of great artists including Herbert von Karajan, Otto Klemperer and Riccardo Muti. His immediate predecessor Esa-Pekka Salonen is our Conductor Laureate, and Christoph von Dohnányi is our Honorary Conductor for Life. In 2023, Marin Alsop joined the Philharmonia family as Principal Guest Conductor. This inspirational artistic leadership is at the core of our work on the concert platform, which we then complement with a diverse range of titled artists which change season by season. Together with the orchestra, these artists help us shape a programme of performances and projects of the highest quality and distinctiveness.

### Organisational Overview

The Philharmonia is a registered charity and as one of the four London self-governing symphony orchestras comprises 80 musicians from 16 countries. The Board is led by Sir Howard Davies and includes a strong player voice through members of the orchestral committee headed up by President James Buckle. The management team of 40 administrative and backstage staff is led by CEO Thorben Dittes and an Executive Team of six.

Our artistic home is the Southbank Centre in the heart of London, where we give around 25 performances a year. We also have residencies in Bedford, Leicester, Canterbury, and Basingstoke, encompassing longstanding Learning & Engagement projects as well as regular concerts. Additionally, the orchestra is resident at Garsington Opera and the Three Choirs Festival.

From LPs to Virtual Reality, we have always been pioneers in using technology to bring our music to the widest possible audience. We have 1 million listeners each month on Spotify, over 500,000 social media followers, and a vibrant YouTube channel with annual viewing figures of almost 3 million.

### The future

Following the challenges of the Covid pandemic and a change in executive leadership the organisation has undertaken an extensive mission-vision-values exercise, involving musicians, staff, Board and external stakeholders. The resulting forward direction connects its illustrious musical history and artistic DNA of international excellence with a firm focus on innovation and the future of the orchestral experience for both audiences and musicians. The next steps will be to create the detailed strategies, operational models and standout defining artistic projects which enable us to move towards our vision of the future

# Philharmonia

of a thriving, equitable society with orchestral music at the heart of cultural life, where musicians are celebrated for the work they do to make the world a better place.

Could you be part of that future?

## International Partnerships and Project manager

**Reports to:** Director of Development

**Key working relationships:** Executive Office and CEO (dotted line); Concerts and Operations (dotted line); Marketing and Communications; Learning & Engagement; Philharmonia Foundation (US) administrator and Board

## Position Summary

The International Partnerships and Projects Manager is a new role, created to manage the day-to-day relationships and lead on the Philharmonia's project and stewardship delivery for key international residency partners and funders. Reporting to the Director of Development, with dotted lines into the Executive Office and into Concerts and Operations, the postholder works on the orchestra's existing international residencies and partnerships in Mauritius and the US, as well as supporting the development of new international residency projects in line with the orchestra's international growth strategy.

This role will suit someone bright, extremely well organised, and genuinely energised by solving problems in unfamiliar territory across time zones, currencies and cultures. You will be trusted with senior relationships early and given real ownership. Offered initially as a one-year fixed term contract, the role carries the option to extend subject to performance, and is intended as the foundation of a permanent international function within the Philharmonia.

## Key Responsibilities

### *Strategic Planning*

- Work with the Director of Development to deliver the funding strategy for the Philharmonia Festival in Mauritius across the 2027 Festival and beyond
- Support the development of long-term philanthropic and sponsorship infrastructure for the Festival
- Conduct desk-based research and market analysis on territories under active exploration for future residencies, assessing the funding ecosystem, cultural infrastructure and route to market
- Build and maintain a working knowledge of the philanthropic, corporate and state funding landscape in target territories, and translate it into briefing papers and presentations for senior colleagues to form viable pipelines
- Work with the Director of Development, Head of Development and the Executive Office on the sequencing of international cultivation, ensuring senior time is deployed where it produces the greatest return
- Work with the Director of Development to plan the annual cycle of fundraising, cultivation and stewardship delivered through the Philharmonia Foundation (New York based 501c3), aligned to the Orchestra's US touring and project calendar
- Support the identification and development of funding opportunities in the United States, including touring support, project funding and individual giving through the Foundation

# Philharmonia

## ***Relationship Management and Income Generation***

- Hold and own day-to-day relationships with international corporate partners, philanthropists and institutional stakeholders, acting as the reliable point of contact between visits
- Deliver all partner stewardship for the Philharmonia Mauritius Festival, including reporting, recognition, benefit fulfilment, hospitality planning and renewal preparation
- Hold and own the day-to-day relationship with the administrator of the Philharmonia Foundation US, working in conjunction with the Director of Development
- Deliver the annual cadence of cultivation and stewardship for the Foundation Board and US patrons, including reporting, recognition, event support and renewal preparation
- Prepare briefing notes, prospect research and meeting papers for the Director of Development, Chief Executive and Chair ahead of international travel and engagements
- Draft correspondence, proposals and reports to a standard for issue under the signature of the Chief Executive or Chair
- Work with Development department colleagues to ensure all international activity is recorded accurately and promptly in Tessitura

## ***Project and Operational Delivery***

- Project manage the operational delivery of the Philharmonia Festival in Mauritius on the partnership delivery, community & education segments, working in close partnership with Concerts and Operations colleagues who lead on orchestral logistics
- Coordinate Development activity around US tours and projects, including donor events, patron hospitality and travel
- Support the preparation of applications and proposals for US touring and project funding
- Plan and deliver comprehensive itineraries and schedules for senior colleagues travelling internationally, covering flights, ground transport, accommodation, visas, meeting scheduling, hospitality and contingency
- Work with Learning and Engagement colleagues on the planning and funder-facing framing of the education and community programme
- Manage Festival-related budgets and reforecasts on the Development side
- Accompany and support the Director of Development, Chief Executive and Chair on international business development visits, capturing outcomes and driving the follow-up
- Travel to Mauritius, the US and other international destinations as required, including at short notice, to represent the Philharmonia and to deliver on the ground

## ***Key tasks***

- Maintain a live calendar of international partner touchpoints, renewal dates and reporting deadlines, including Philharmonia Foundation Board meetings and US development activity delivery
- Coordinate the flow of information between the Executive Office, Development, Concerts and Operations, and Learning and Engagement on all international activity
- Produce post-visit notes, contact reports and follow-up actions within agreed timescales
- Liaise with external advisers, local agents and in-country partners as required
- Contribute to funding applications and proposals where international activity forms part of the case

## *Other*

- Work as part of the Development team on the delivery of departmental income targets and the wider business plan
- Attend concerts, rehearsals and events in London, out of London and overseas as required, including evenings and weekends
- Undertake other duties commensurate with the level of the role as reasonably required

## Skills and Qualifications

- Demonstrable track record of holding and owning external relationships of a funding, partnership or client nature, with evidence of retention and growth (min 3-5 years)
- Strong project management experience, with a proven ability to deliver complex, multi-stranded projects to deadline across several departments or organisations
- Experience of planning and delivering international travel, logistics and schedules, ideally for senior executives, trustees or equivalent
- Excellent written English, with the ability to draft correspondence, briefings and reports to senior and external standard
- First class organisational skills, meticulous attention to detail, and the confidence to hold and chase the detail on behalf of others
- Flexible and positive attitude, with the ability to think laterally and creatively to overcome obstacles, and a genuine can-do approach to unfamiliar problems
- Ability and willingness to travel short-haul and long-haul, sometimes at relatively short notice, and to work irregular hours while travelling
- A collaborative team player able to build excellent working relationships quickly across an organisation and across cultures
- High level of professionalism, discretion and self-motivation, with sound judgement about when to act and when to escalate
- Diplomatic and culturally fluent, and capable of being an excellent ambassador for the Philharmonia Orchestra
- Understanding of international fundraising structures, or a demonstrable ability to get quickly to grips with the practical differences between UK and US philanthropic practice
- Adaptability and ability to quickly assimilate new organisational, art-form, and operational working environments
- Confident user of CRM systems (Tessitura or equivalent) and standard office software

## *Desirable*

- Experience of working internationally, particularly in Southeast Asia, the Gulf or Africa
- Knowledge of the orchestral and wider arts & cultural sectors
- Familiarity with US philanthropy, including 501(c)(3) structures, American Friends organisations or equivalent cross-border giving vehicles
- Experience of supporting international touring

# Philharmonia

## Salary and Benefits

- £35,000 per annum
- Pension contribution in line with company scheme, following successful probation period

## Location, working hours and other requirements

- Location: This role is based at our London Southwark head office
- Working hours: Monday to Friday, 9.30am to 5.30pm, with some evening and weekend work as required
- Eligibility to work: applicants must have the legal right to work in the UK at the time of application. We are unable to offer visa sponsorship for this position

## Application Process

- Email CV and cover letter to: [team@theHRhub.co.uk](mailto:team@theHRhub.co.uk). Please confirm your **availability on the interview dates** and **your current notice period** in your covering letter
- Subject: Philharmonia – International Partnerships
- Closing Date: 23 September
- First round interviews (online): 25 September
- Second round interviews (in person): 1 October

## Equal Employment Opportunity Statement

The Philharmonia Orchestra is committed to ensuring equitable opportunities and a welcoming environment for all those that engage in our work. We strive for a more representative workforce and encourage applications from under- represented groups in the UK arts workforce, particularly those from Black, Asian and Ethnic Minority backgrounds, from lower socio-economic statuses, d/Deaf and Disabled applicants, and those from the LGBTQIA+ community. We are a Disability Confident Employer. If you require any adjustments to apply for this position or attend an interview, email [team@theHRhub.co.uk](mailto:team@theHRhub.co.uk) with 'Reasonable Adjustments - Philharmonia' in the subject line.

