
Philharmonia

Digital Product & Experience Trainee

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 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 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?

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Job Title

Digital Product & Experience Trainee

Position Summary

The newly created role of Digital Product & Experience Trainee has been created to enhance the Philharmonia Orchestra's capacity to develop, deliver and grow its Digital Product & Experience programme. Following the recent Board approved Digital Product & Experience Strategy, which sets out an ambitious direction for the next phase of this work, the role reflects a long-term commitment to expanding the Philharmonia's digital programme and embedding digital experiences as a core part of its artistic and audience offer. The post will provide essential coordination and operational support across an expanding portfolio of digital, immersive and audience-facing projects.

The Philharmonia has over 15 years' experience creating pioneering digital experiences that use technology to deepen engagement with orchestral music and extend the reach of its artistic programme. Recent activity includes the launch of *Virtual Orchestra: William Tell*, an immersive educational experience that builds on the Orchestra's internationally recognised work in virtual reality and digital innovation.

Working closely with the Head of Digital Product & Experience, the postholder will support the planning, coordination and delivery of a wide range of activity, including VR installations, immersive experiences, digital products and content production. They will maintain project plans and schedules, coordinate logistics and administration, support activations and project milestones, and help ensure that projects are delivered efficiently and to a high standard.

The role requires excellent organisational skills, strong attention to detail and the ability to manage multiple priorities simultaneously. The successful candidate will work collaboratively with colleagues across the Orchestra, as well as external partners, agencies and freelancers, helping to ensure the successful delivery of projects that support the Orchestra's artistic, audience development and commercial ambitions.

This two-year entry-level role is an excellent opportunity for someone starting their career, or seeking to move into a new field, to gain hands-on experience within a leading cultural organisation at the forefront of digital innovation in the performing arts. The successful candidate will receive mentoring and coaching as part of our commitment to broadening access and supporting professional development.

Role Features and Outcomes

- Hands-on delivery of core aspects of orchestra's digital products and experiences
- Work as a core member of collaborative teams, with on-the-job learning
- One-to-one mentorship from senior staff
- Professional development workshops covering fundraising, budgeting, communications, and more
- Networking opportunities within the arts sector
- Potential future internal role opportunities, depending on skills, areas of interest, and vacancies

Key Responsibilities

Planning

- Lead on creating, maintaining and updating project plans, timelines, activation schedules and departmental trackers
- Ensure project information, actions and deadlines are accurately recorded, monitored and communicated
- Identify potential issues, risks or scheduling conflicts and escalate them appropriately
- Support the Head of Digital Product & Experience in planning future projects and activations

Execution

- Deliver day-to-day administration for the Digital Product & Experience team, including scheduling meetings, circulating notes and actions, maintaining records and processing invoices

Philharmonia

- Support the practical delivery of VR activations, XR capture sessions, filming, recordings and other Digital Product & Experience projects
- Coordinate travel, accommodation, shipping and logistical arrangements for activations and project activity
- Support onsite and offsite event delivery, handle venue load-ins and load-outs, including lifting, transporting, and setting up heavy equipment and flight cases
- Facilitate activities and assist participants during events
- Work with the Philharmonia's VR delivery partner to ensure equipment, materials and resources are prepared and available when required
- Maintain accurate inventories and records relating to VR headsets, equipment and project assets
- Support evaluation and reporting, presentations and internal documentation as required

Collaboration

- Act as a key point of coordination between the Digital Product & Experience team, colleagues and players across the Orchestra
- Liaise with external agencies, freelancers, suppliers and project partners to support project delivery
- Attend project meetings and coordinate follow-up actions, ensuring responsibilities and deadlines are clearly communicated
- Build positive working relationships with internal and external stakeholders to support the successful delivery of projects
- Share project updates and relevant information with stakeholders in a timely and professional manner

Orchestra-wide Responsibilities

- Act as an ambassador for the Orchestra and its Digital Product & Experience programme
- Contribute to a collaborative, inclusive and positive working culture across the organisation
- Comply with the Orchestra's policies and procedures, including health and safety, safeguarding, data protection and equality, diversity and inclusion
- Undertake occasional evening and weekend work, and UK or international travel, as required
- Carry out any other duties reasonably required that are commensurate with the level and responsibilities of the post

Skills and Qualifications

Essential:

- Strong digital skills, confident and eager to work with technology
- An interest in arts and culture
- Strong communication and organisational skills, attention to detail
- Ability to work collaboratively and independently
- Hands-on, positive and proactive attitude
- Eagerness to learn and take initiative
- Willingness to travel, dependent on orchestra travel and requirements
- Flexibility to work unsocial hours, including evenings and weekends
- Some demonstrable interest in digital products, immersive technology, music, culture, education or audience experiences

Desirable:

- A passion for classical music
- Ability to read music an advantage
- Further or higher education in a relevant area, such as digital media, product design, games, film or technology
- Interest in XR technologies in particular an advantage

Philharmonia

Initial Priority Areas of Focus

- Work with the Head of Digital Product & Experience and the Philharmonia's VR delivery team to plan and execute virtual reality activations in the UK and abroad
- Work with the Head of Digital Product & Experience on the development of the Philharmonia's EdTech product, *Virtual Orchestra: William Tell*
- Work with the Head of Digital Product & Experience on the administration and coordination of all other digital innovation initiatives

Reporting Structure

Reports to Head of Digital Product & Experience

Employment Type

£ Full-time, two-year fixed term contract

Salary and Benefits

- £27k 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
- DBS: Please note this role occasionally involves working with children/vulnerable adults, as such, the successful candidate will be required to undergo a standard DBS check. Any offer of employment will be conditional on the outcome of this screening process
- 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
- Subject: Philharmonia – Digital Product & Experience Trainee
- Closing Date: 4 September
- First round interviews (online): 17 September
- Second round interviews (in person): 23 September

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 with 'Reasonable Adjustments - Philharmonia' in the subject line.