

London Philharmonic Orchestra

Education & Community Project Manager (maternity cover)

Recruitment Pack

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About the London Philharmonic Orchestra

Uniquely groundbreaking and exhilarating to watch and hear, the London Philharmonic Orchestra has been celebrated as one of the world's great orchestras since 1932. We are driven by our passion for delivering artistry on stage and humanity beyond it, which we achieve through our exceptional programmes, pioneering Education & Community projects, acclaimed recordings and trailblazing international tours. The Orchestra balances a long and distinguished history with its reputation as one of the UK's most forward-looking ensembles, and is internationally recognised as a leading world orchestra providing excellence, versatility, invention and inclusivity in all that we do.

We are committed to sharing the power of world-class music with the broadest possible audience. Our programmes provide the leading talent development schemes for emerging instrumentalists, composers and conductors; first musical experiences for children and families; engaging and inspiring opportunities for schools; significant programmes with disabled adults and young people with SEND; and projects that use the power of music to enhance wellbeing and connection.

We place a strong value on Equity, Diversity and Belonging in all that we do, with significant development and programming initiatives in this area. All of our programmes allow participants to bring their creativity, enthusiasm and unique perspectives into the LPO to revitalise, enrich and enhance our practice and relevance to the world in which we live. We offer an inclusive, respectful environment where you will find a warm welcome and a strong sense of belonging, whatever your background.

The LPO prides itself at being on the forefront of technology, continually finding new and innovative ways to share our music with millions of people worldwide. The LPO has 1.8m followers across all social media channels alongside c.260 million annual streams across Spotify and Apple, and we continue our reign as the most-followed professional orchestra on TikTok. We can be heard on award-winning film soundtracks such as *The Lord of the Rings* and on computer games, and we recorded 'Backstage with the London Philharmonic Orchestra', a four-part docuseries with Sky Arts, which was nominated for a 2025 BAFTA and has been commissioned for a second series in 2026. We also reach audiences through our partnership with Marquee TV, which allows us to broadcast live concerts and enables better accessibility for viewers to share and relive the wonder of our music from anywhere and everywhere.

At the heart of the LPO we champion a strong commitment to the communities we serve, reflecting on, engaging with, and acting upon the challenges of today's society. Such values are also recognised through our music, with recent seasons' programmes exploring key moments in history and topics such as migration, the environment and the power of creativity. We are committed to ensuring that our operations are as sustainable as possible and that the Orchestra delivers significant impact across all areas of its activity.



What to expect when working with us

Prior to starting at the LPO, you will be equipped with all the relevant information to ensure a seamless start with the company. During your induction you will meet one-to-one with each member of the Senior Leadership Team, be assigned a 'buddy', be introduced to all members of staff, and have tours of our office, rehearsal venue and the Southbank Centre, where we are Resident Orchestra. We have a small office team of 33 alongside our 'On the Road' team consisting of 6 individuals. We are a unified and friendly organisation who encourage you to learn first-hand from the experience of others, build valuable relationships and showcase your creative thinking and abilities, all while being supported within a collaborative, inclusive and enjoyable working environment.

We offer a range of company benefits aimed at promoting wellbeing, goodwill and an engaged workforce:

- 25 days of annual leave per annum, rising by one day for each full year of service (September–August) to a maximum of 28 days (pro rata)
- After three months in the position, access to a 6% contributory pension scheme
- Two complimentary tickets for all of the LPO's Royal Festival Hall own-promoted concerts
- A total of four seats each summer for Final Dress Rehearsals at Glyndebourne Festival Opera
- Discounts at food/drink and retail outlets across the Southbank Centre site
- Discounted access to various galleries and museums across London through the Southbank Centre's reciprocal scheme
- Season ticket scheme providing loans for annual travel passes
- Support in promoting and maintaining positive mental health, including access to Mental Health First Aiders, confidential support helpline and peer support
- Cycle to Work scheme
- Free eye tests and contribution towards spectacles where required.



About the role

Job title	Education & Community Project Manager (maternity cover)
Contract length	12 months*
Reports to	Education & Community Director
Location	London Philharmonic Orchestra, 89 Albert Embankment, London, SE1 7TP, and offsite at projects and concerts as required. Some working from home is possible (up to 2 days/week), around required attendance at projects, events and office.
Hours	LPO office hours are 9.30am–5.30pm Monday–Friday with the option of staggered start and finish times. Working hours may alter on project work, and will include some evenings and weekends. This is a 1-year fixed term post, probation 6 months.
Salary	£34,000

We will also consider applications for this role on a freelance basis.

Overall responsibilities

This role has a particular focus on managing and developing the LPO's flagship Rising Talent programmes: the Future Firsts development programme, LPO Young Composers and LPO Junior Artists, including Junior Artists: Overture days. It would suit someone with interest and experience in supporting emerging professional artists, an understanding of orchestras, knowledge of music training pathways and commitment to equity and inclusion. The role includes managing recruitment and auditions, organising public performances at the Southbank Centre, day-to-day communication with participants and LPO mentors, and co-ordinating workshops, sit-ins, and professional development sessions, as well as reporting and evaluation.

The post-holder will also contribute to the overall development and delivery of the wider programme, which may include supporting other events delivered by the team or wider organisation. The ideal candidate would be highly organised, systematic, personable and empathetic, and would join the LPO's friendly and supportive Education & Community team of four.

**This is a fixed-term position expected to last for approximately 12 months to provide maternity cover. As this role is covering an employee on maternity leave, the duration of the contract may be subject to change. We will provide minimum one month notice of any change to the contract end date.*



Main tasks

- With the Education and Community Director, develop the shape, content and programme of work in liaison with partner organisations and stakeholders.
- Act as lead contact for Future Firsts, Young Composers and LPO Junior Artists participants (and Junior Artists' parents/carers), providing practical and pastoral support.
- Identify and manage artistic teams according to the skills and experience required for each project.
- Maintain excellent and supportive working relationships with animateurs, musicians, and external partners.
- Actively manage sessions, events and performances on the ground. This will involve independently supervising groups of young people for certain projects.
- Lead on recruitment processes for Rising Talent programmes, including (but not limited to) promotion, application process, auditions, communications.
- Work closely with Southbank Centre and other venues to book spaces, and liaise over technical production requirements for performances, including the annual Debut Sounds concert and regular pre-concert performances.
- Plan all activity within agreed timescales, produce schedules and associated paperwork and ensure relevant sessions are in the Orchestra schedule.
- Work within the project budget, manage financial processes and maintain an accurate record of income and expenditure.
- Ensure all work adheres to the LPO's Safeguarding Policy.
- Monitor, evaluate and report on projects, and contribute to evaluation design and reporting according to the requirements of funders and stakeholders.
- Ensure funding criteria are met and that funders are kept informed about project developments as required by reporting schedules.
- Update the Marketing team regularly on project content, recruitment windows and opportunities to promote wider awareness of the Education & Community programme. Liaise with Marketing to create recruitment and publicity materials for performances or other projects.
- Update the LPO website and web forms with relevant information on Rising Talent programmes.
- Help develop strong links between musicians on the Future Firsts and Young Composers programmes and the wider projects within the department.
- Guide the Education & Community Co-ordinator (and other colleagues as needed) in the areas of work they support on Rising Talent projects.
- Undertake any other duties or the management of programme strands as reasonably assigned by the Director.



Person specification

Essential

- Passion for supporting emerging artists in music, and an understanding of pathways into the profession for orchestral players and composers
- Significant experience of developing programmes within the music education/community sector
- Knowledge of orchestras and classical music, and ability to read music
- Understanding of current issues relating to diversity and inclusion within orchestral music and the arts
- Evidence of successful project and partnership management skills
- Experience of co-ordinating or supporting the management of professional performances
- Ability to independently manage a busy workload (in and out of the office), overlapping timelines, meeting deadlines, maintaining meticulous attention to detail
- Ability to work both as part of a team and independently
- Experience of managing project budgets
- Ability to communicate well with a wide range of people (e.g. musicians and other artists, participants, parents/carers, colleagues), in writing and verbally
- Good judgement, discretion and empathy
- Experience of working with young people, and a commitment to Safeguarding
- Ability to thrive under pressure and have a desire to improve working systems and project content
- Computer literate, familiar with Microsoft Office, and open to learning new programmes
- A strong commitment to and knowledge of music education, and desire to support the development of orchestral musicians in this context

Desirable

- Experience of managing recruitment processes for talent development programmes, including auditions processes
- Practical understanding of the workings of a large symphonic ensemble
- Understanding of working with funders and application development

Further notes

- Please note that applicants must reside in and have the right to work in the UK.
- The successful applicant will be required to receive a clear enhanced DBS check.
- Please note that manual handling is involved in the role.



How to apply

The closing date for applications is 9am on Friday 11 September 2026.

Interviews are expected to take place at the LPO office in Vauxhall on Friday 18 September 2026.

The London Philharmonic Orchestra is committed to equality, diversity and inclusion. We actively welcome applications from all sections of the community, recognising that a diverse team with a wide range of lived experiences strengthens our ability to achieve our mission of delivering artistry on stage and humanity beyond it.

Please visit lpo.org.uk/jobs, where you will be asked to complete a short form before uploading your CV and supporting statement. CVs should include:

- Details of relevant achievements and experience as well as educational and professional qualifications
- Details of your notice period and names of two referees, together with a brief statement of the capacity in which they have known you, along with an indication of when in the application process they may be contacted (please note that we will not contact your referees without your express permission)
- An indication of your current salary
- Contact details including mobile number

Your covering letter should summarise your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification on page 6.

There is also a section on the form that asks for your demographic information, which is for monitoring purposes only and is not assessed as part of your application. Applications will be anonymised and all demographic information removed before shortlisting.

Applicants must reside and have the right to work in the UK. The LPO cannot sponsor visa applications.

If you are unable to apply online or would like any further information, please contact Talia Lash, Education & Community Director, on 020 7840 4202 or talia.lash@lpo.org.uk