

Orchestra Coordinator

Candidate Information
March 2022



Contents

- ③ What is Liverpool Philharmonic?
- ④ What is the role?
- ④ Key Responsibilities
- ⑥ Person Specification
- ⑦ Key Information & Benefits
- ⑧ How to apply

What is Liverpool Philharmonic?

Liverpool Philharmonic enhances and transforms lives through music.

At the heart of our work is the critically-acclaimed Royal Liverpool Philharmonic Orchestra (the UK's oldest) and Choir; an extensive programme of participatory work with young people and others across our community; and presentation of almost 400 concerts and events each year at our home, Liverpool Philharmonic Hall.

Liverpool Philharmonic is rooted in our city

We are central to Liverpool's cultural offering, being the largest music organisation and one of the largest cultural organisations in the city, employing over 240 people. As well as our work in Liverpool our Orchestra represent the city with performances and broadcasts across the UK and around the world.

The city's young people are a central focus of our work. Our In Harmony programme provides an intensive, daily music-making programme for over 1500 children in Everton and Anfield, North Liverpool, and we run more than 5,000 workshops and events in community settings for all ages across the City. The Liverpool Philharmonic Youth Company provides a range of opportunities for music making for young people, including the Liverpool Philharmonic Youth Orchestra, Liverpool Philharmonic Youth Choir, Children's Choirs, and Rushworth Young Composers programme.

We work in partnership with the Mersey Care NHS Foundation Trust delivering programmes which support people in the Liverpool city region living with a range of mental health needs.

Liverpool Philharmonic is committed to diversity and inclusion

We work hard to reach right across our community through our learning work, and concert programme.

We attract world class artists to perform at Liverpool Philharmonic Hall and our small venue, Music Room, with a diverse programme of performances ranging from classical, contemporary, rock, pop, folk, roots, and jazz to comedy, film and spoken word. We work with many organisations and cultural partners in the City to ensure that the artists and performances we put on stage, and the audiences we attract truly represent our community.

And we are working hard to ensure that our workforce is as diverse as possible.

Liverpool Philharmonic reaches more people than any music organisation outside London.

**Over
350,000**

people attend Liverpool Philharmonic concerts each year.

**73,000
young
people**

participate in our Youth Company and associated ensembles, attend concerts or take part in our In Harmony programme.

**Around
900,000
people**

in 92 countries listen to our recordings each month on Spotify, more than any UK orchestra outside London.

**Over
12,000
people**

have benefitted from our music and mental health programme over the last 13 years.

What is the role?

Job Description

- **Title:** Orchestra Coordinator
- **Reports to:** Deputy Orchestra Manager
- **Location:** The normal place of work is Liverpool Philharmonic Hall
- **Contract:** Full time, permanent
- **Salary:** £20,000 per annum

Principal Role

To coordinate and administer the day to day running of the Royal Liverpool Philharmonic Orchestra and other Liverpool Philharmonic ensembles, providing administrative and servicing support for rehearsals, concerts, projects, events, recordings and auditions, supporting the effective operation of all activities.

To coordinate the activities of Liverpool Philharmonic musicians, ensuring high quality and proactive communications, logistics support and maintaining positive relationships.

To assist the Deputy Orchestra Manager fixing freelance musicians, ensuring timely and accurate payment for all musicians and providing a welcoming environment for visiting musicians and artists.

To coordinate the Musicians' Performance and Wellbeing programme, maximising participation and engagement of musicians, championing programme benefits and coordinating activities with external partners and service providers.

Key Responsibilities

Event Coordination

- Ensure the highest standards in event coordination including but not limited to rehearsals, concerts, projects, events and recordings
- Work with orchestra management and wider Liverpool Philharmonic colleagues to provide an operating environment in which musicians and artists can always be at their best
- Be on duty for concerts, rehearsals and recordings both at Liverpool Philharmonic Hall and out of town venues as required, including foreign tours including being on-call (managed by rota)
- Assist with travel and accommodation arrangements for out of town concerts and foreign tours where appropriate
- To ensure all Orchestra activities have the required number of musician's present
- Processing Liverpool Philharmonic venues security passes for all freelance musicians
- Work with the Deputy Orchestra Manager to ensure all logistical and practical arrangements are in place to a consistently high standard

● Musicians, Communications and Relationship Management

- Administer outstanding quality communications to musicians
- Provide outstanding customer service and relationship management to musicians
- Support the Deputy Orchestra Manager with fixing freelance musicians as required
- Distribute all relevant information and schedules to freelance musicians as necessary
- Create, issue and update contracts for freelance musicians
- Maintain and update the OPAS database as necessary keeping accurate records
- Administer recruitment auditions and trial processes in conjunction with the Deputy Orchestra Manager and relevant Section Leader or panel chair
- Support and assist the Orchestra Manager and Deputy Orchestra Manager in dealing with personnel matters including time off, sickness absence, player induction, appraisal meetings, return to work interviews etc.
- In addition, the post-holder may be required to undertake other reasonable duties commensurate with their status and abilities and depending upon requirement of Liverpool Philharmonic

● Musicians' Performance and Wellbeing Programme

- Coordinate all performance, health and wellbeing activities and initiatives as directed
- Work with partners and external providers of services such as physiotherapists, GPs, BAPAM, audiologists, performance psychologists, Liverpool John Moores' University and others as required to ensure consistently outstanding support for musicians
- Coordinating activities to achieve set objectives and targets, maximising positive benefits and impact for our musicians, the Orchestra and the organisation
- Administering project budgets as required, contributing to financial and written reporting
- Proactively champion and promote the programme to musicians, encouraging participation and engagement throughout the Orchestra



Person Specification

- It is essential in your written application that you give evidence/examples of your proven experience in the following criteria listed in Part One of the Person Specification. For candidates invited for interview, these responses will be further developed and discussed, together with those criteria listed in Part Two, Three and Four concerning knowledge, skills, abilities, personal style, behaviour and values.

Part One: Experience and Qualifications

Essential

- Experience of working in an office administration environment role
- Experience of using IT systems as a core part of daily work
- Experience of working at music, arts or entertainment events
- Experience of establishing and maintaining professional relationships with colleagues

Desirable

- Practical experience of working within an orchestral environment including non-professional
- A formal qualification in classical music
- Previous experience of dealing with musicians and artists
- Experience using OPAS or other event management software systems

Part Two: Knowledge, Skills and Competencies

- Knowledge of the function, structure and repertoire of a symphony orchestra;
- Excellent verbal and written communication and interpersonal skills, ability to deal tactfully with challenging situations;
- Excellent organisational skills and the ability to work effectively under pressure to tight deadlines;
- Excellent attention to detail
- Numeracy and proven ability to work within budgets;
- Computer literate, familiar with Microsoft Office etc

Part Three: Personal Style and Behaviour

- Enthusiasm for classical music and live performance
- Good team player
- Calm and confident manner
- Flexibility of approach
- Ability to build trust and confidence of colleagues
- Ability and willingness to work evenings, weekend and unsociable hours (including on-call - managed by rota)
- Willingness to travel in UK and for international tours

Part Four: Liverpool Philharmonic Values

Demonstrate commitment to working within our four values of:

- Passionate about music
- Excellence
- Ensemble
- Welcoming

Please Note: This job description reflects the current position. It does not preclude change or development that may be required in the future.

Key Information

• Salary

£20,000 per annum

• Probation and performance appraisal

The probation period for this post is six months from the start date.

The Deputy Orchestra Manager sets objectives for the post holder annually and they will appraise performance on an annual basis.

• Hours of work

The standard contracted hours for this post are 35 hours per week.

Normal office hours are Monday-Friday, 9.30am to 5.30pm, however there will be a requirement to regularly undertake evening and weekend work, this will be included within the post's 35 hour working week. You may be required to work over and above these normal working hours depending on the RLPO schedule requirements. Overtime is not payable however time off in lieu can be arranged with your Line Manager.

• Holidays

The annual leave entitlement is 26 days, excluding bank holidays. At least 10 of these will normally be taken at the same time as annual Orchestra summer holiday. Other annual leave will be taken at times agreed with the Deputy Orchestra Manager

• Pension

Liverpool Philharmonic operates a Group Personal Pension Scheme whereby employees can elect to join and enjoy employer contributions. In accordance with the Pension Act 2008, all qualifying employees are to be auto enrolled into the Group Personal Pension scheme.

• Sickness Payments

The Royal Liverpool Philharmonic has a sickness absence policy and payments during sickness absence will be made in accordance with the policy. Details of the policy are available on request.

• Other expenses

Other expenses, necessarily incurred in the performance of the duties of the job, will be provided, subject to authorisation by the Orchestra Manager.

• Whole Time Service

During your employment with the Royal Liverpool Philharmonic, you must not, without written consent from the Chief Executive, undertake any outside work, paid or unpaid. Work of a literary or artistic nature is excluded from this condition, provided it does not create a potential conflict of interest.

• Period of Notice

The notice period for the termination of the contract of employment will be one calendar month.

How to Apply

Please [click here](#) to submit your application.

You will be required to input your personal details and then asked to attach documents.

Please submit the following information together in **one** document:



a CV which doesn't include any personal details such as your name, date of birth, gender, address or phone number.



A maximum of 500 words detailing how you meet the requirements of the job.

To finalise your application you are also required to complete our Equal Opportunities Monitoring Survey. Please [click here](#) to complete this..

To finalise your application, you are also required to complete our Equal Opportunities Monitoring Survey. Please [click here](#) to complete this.

If you require any support with this process, please contact recruitment@liverpoolphil.com

Applications are due by 12 noon on Thursday 31st March. No applications will be accepted after this time.

All applicants must have the right to work in the UK.

Interviews

Short-listed candidates will be invited to attend an interview Thursday 21st April 2022 which will be held either online or at Liverpool Philharmonic's offices. A decision will be made closer to the interview date.

Equal Opportunities Statement

Liverpool Philharmonic is committed to striving to represent modern Britain in all its diversity. Liverpool Philharmonic is committed to equality of opportunity and welcomes applications from all suitably qualified candidates, irrespective of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. In seeking to be representative of the Liverpool city region, applications from members of minority ethnic groups are particularly welcome as they are currently underrepresented within the creative industry. The appointment will be made on merit with independent assessment, openness and transparency of process.



Royal Liverpool Philharmonic
Liverpool Philharmonic Hall
Hope Street
Liverpool L1 9BP

Box Office: 0151 709 3789

The work of Liverpool Philharmonic is supported by:

