



Role

You will be responsible to the General Manager for the advance preparation and on-tour logistics of Chamber Orchestra of Europe projects. The role of Tour Manager is pivotal to the enterprise and your responsibility will be wide ranging. Your work will include organizing travel, hotel accommodation, and other concert & tour logistics working closely with the Stage Manager and other colleagues. You will also have full responsibility for the Orchestra's music library.

You will be highly organized and at ease both at leading orchestral tours and working as part of a small management team. Initiative, empathy, intelligence and flexibility of approach will be vital qualities. You will have experience as an orchestral Project or Tour Manager.

You will have an understanding of the professional standards required for working with a world class orchestra in a pressured and exciting environment.

The position is offered on a Full-Time basis with work at the orchestra's Westminster office, work at home, and work on tour with the orchestra (you would be on tour and away from home for approximately 100 days per year +/- 20 days).



Key Responsibilities

The Chamber Orchestra of Europe works on tour for approximately 100 days per year +/- 20 days, divided into approximately 10 work periods spread evenly throughout the year. The musicians required for each project are drawn from all over Europe and are contracted individually by the COE on a freelance basis. Working closely with the General Manager and Orchestra Musician Manager, you will book and prepare the following as necessary for all projects for orchestra members, conductors and soloists:

1. Tour Preparation:

- Group tour travel. Preparing API for travel agents.
- All tour travel for conductors and soloists.
- Overseeing and booking individual tour travel for COE membership allocating the work equally between colleague Project Managers.
- Hotel accommodation for touring party. Preparing rooming & passport lists for hotel and promoter.
- Local travel and transfers e.g. car, minibus and coach transfers between airport/station/hotel/venue.
- Final tour schedules & arrival/departure sheets for orchestra, conductor and soloist(s).
- Preparing and overseeing visa applications working closely with colleague Project Managers.
- Securing complimentary and reduced concert tickets.
- Maintaining COE travel documents database.
- Inputting tour information into the orchestra's management software.

2. Tour Management:

- Leading all COE orchestral tours and projects with General Manager with responsibility for logistics and the health, safety and welfare of the touring group.
- Leading all travel and accommodation check-ins, car and coach transfers with specific sensitivity for the needs of a touring orchestra.
- Supporting the transport logistics of all instruments and equipment.
- Communicating important updates with musicians and conductors/soloist(s).
- Working closely with the Finance and Project Manager on travel budgets, expenses and post tour expenses reports.



- Organising and preparing concert tickets for management, conductor and soloist as well as COE musicians.

The TPM will work as part of a close-knit management team on tour. In addition to leading the Tour Management you will assist and offer support to the Stage and Project Manager as necessary:

- To load and unload the Orchestra's instruments between truck and venue with the help of venue staff, ensuring that all instruments and equipment is handled with the highest level of care.
- Arriving promptly at venues well in advance of the Orchestra's arrival ensuring that stages at rehearsals, recording sessions and performance venues are correctly laid out to meet the requirements of the Orchestra and conductors, including availability and placing of all necessary equipment i.e. chairs, music stands, podiums and lighting. Also, that the backstage area is clearly marked with directional signs showing changing rooms, toilets and stage, and maintaining COE backstage refreshments (tea, coffee etc.)
- Allocating special seat cushions, seat blocks, stand lighting and acoustic screens and other associated equipment as necessary.
- Assisting the stage manager with concert management duties
- Ensuring that stage management during performances is carried out effectively and that presentation on stage is of the highest standard and stage changes during the concert.
- Helping to look after conductor, soloists and other artists in concert hall
- Adhering to COE dress standards for backstage work and on stage.

Generally, when on tour, you will:

- React quickly to concerns and build trust with the musicians.
- Think in advance to predict areas of concern and find appropriate solutions.
- The position involves some heavy lifting e.g. suitcases, podiums/staging, large orchestral instruments (timpani, percussion, harp etc.) and moving large keyboard instruments (pianos, harpsichords etc.) for which training will be given.
- On occasion it may be necessary for the TPM to offer cover for colleagues and take over their responsibilities e.g. in cases of emergency or sickness.



3. Music Library Work:

You will be responsible for organising and maintaining the orchestra's music library both physically and digitally, providing services for Orchestra members and staff, answering research or reference inquiries from the General Manager and making recommendations for the acquisition of new material. You will:

- Ensure that all orchestral sets remain complete and in good condition.
- Organise and prepare all material needed for performances.
- Organise additional freelance help as necessary for example with bowings, scanning, transposing, and editing / typesetting.
- In addition to acquisition from publishers, orchestral music may be acquired from a variety of sources. A substantial amount of music is still protected by copyright law and available only through rental agreements. You will hire music as necessary and hold certain sets of music on permanent loan as appropriate.
- Send copies of the performance material to the COE musicians well in advance of the tour.
- Ensure that all performances comply with copyright and PRS restrictions and completing PRS returns as required through the Zinfonia online orchestral library system.
- Collect concert programmes for the COE archive
- Specifically on tour, you will have complete responsibility for the music on tour and will be assisted by the Stage and Project Manager as necessary. You will :
 - organize and distribute the music folders on stage and before and after concerts
 - pack music safely for travel, making sure that nothing is left behind at venues.
 - add any last-minute markings and edits/transpositions from conductor or principal players.
 - deal with any crisis on tour or music related emergency.
 - discuss editions with the leader & conductor for future tours.
 - make photocopies for page turns, edits and practice parts as required.

General

Assuming other general tasks within the scope and responsibility of the role as required



It is possible that the position will develop over time. Any changes to the above key responsibilities will be mutually agreed in discussion with the General Manager.

Expertise, Skills, Knowledge and Experience Required

You will have experience of professional orchestral tour and stage management and possibly library music work.

The ideal candidate will:

- have a strong pro-active, can-do, resourceful, outgoing and positive approach to work with the ability to act with considerable tact, empathy, diplomacy, charm and initiative.
- be able to represent the Chamber Orchestra of Europe in a confident and professional manner with the ability to work with a wide range of people at all levels of the music business.
- have a meticulous eye for detail and be very organised.
- be a musician qualified to graduate level at ease with preparing scores and ideally string section bowings.
- have an understanding of orchestral stage management
- have excellent written and verbal communication skills with a high standard of English and possibly other European languages. You will be confident and clear when making announcements to the orchestra and have the ability to communicate complex information (e.g. visa application processes) via email.
- As well as having the qualities to lead projects, you will be a versatile and flexible team player, able to assist the Stage Manager.
- have a keen sense of humour and be able to multitask and remain calm under pressure. You will have excellent time management skills with the ability to prioritise and manage a busy workload with high productivity.
- be committed to delivering a high standard of work.
- be computer literate with experience of the main Microsoft Office products, particularly Word, Excel, OneDrive/SharePoint and Forms, and the ability to learn to use Zinfonia and the COE management software.



Conditions

The position is full time and based at the orchestra's office in Westminster, London. Office hours are 9.00 a.m. – 5.30 p.m. Monday to Friday (flexi-time) plus evening work and work on tour as required. You will travel on tour with the orchestra for approximately 100 days per year (+/- 20 days).

Remuneration offered will be by negotiation, and subject to experience. Base salary will be within the range £40,000-50,000 per annum (Permanent contract – PAYE) with an on-tour supplement paid in addition. Annual holiday entitlement is 22 days plus UK bank holidays.

A work mobile phone and laptop computer will be provided for COE related work.

It is expected that the successful applicant will start work with the COE during Autumn 2026. The position is offered subject to the satisfactory outcome of a six-month trial period (extendable by mutual agreement to one year if necessary). The TPM reports to the General Manager. The COE is an Equal Opportunities employer. Applicants must have work authorisation for the UK and the ability to travel freely within Europe.



Application Procedure

Please email your CV and covering letter to vacancy@coeurope.org marked "TPM – Your Name" in the subject field OR post your application to:

Simon Fletcher – General Manager, Chamber Orchestra of Europe, North House, 27 Great Peter Street, London SW1P 3LN

Applications welcomed before final closing date of	7th June 2026
Last date for notification of selection for interview	19th June 2026
First round of interviews	2nd/7th July 2026
Second round of interviews	9th July 2026
Start date for successful candidate	ideally end of September 2026

Please note that we will confirm receipt of all applications and only enter further correspondence with candidates who are selected for interview.



Introduction to the Chamber Orchestra of Europe

The Chamber Orchestra of Europe (COE) was founded in 1981 by a group of young musicians who became acquainted as part of the European Community Youth Orchestra (now EUYO). There are now about 60 members of the COE, who pursue parallel careers as international soloists, Leaders and Principals of nationally based orchestras, as eminent chamber musicians, and as tutors of music.

The COE has strong links with many of the major concert halls in Europe and has residency agreements with the Palace of Esterhazy in Eisenstadt and Casals Forum in Kronberg.

Over the years the COE has performed with many of the world's most renowned artists and has developed especially close relationships with Yannick Nézet-Séguin, Sir Antonio Pappano, Sir Simon Rattle, Sir András Schiff and Robin Ticciati.

The COE is a private orchestra and receives invaluable financial support from a number of Friends including particularly The Gatsby Charitable Foundation and The Underwood Trust.

For more information about the COE please visit <https://www.coeurope.org/>

You can also listen to the COE's podcast, Interlude, here:

<https://www.coeurope.org/coe-podcast/>



The Chamber Orchestra of Europe Ethos

The Chamber Orchestra of Europe was launched in 1981 to enable a group of friends to create their own musical enterprise. The key to the Orchestra's survival and success over the years has been its extremely high musical standards, standards that could not have been achieved unless every individual member felt totally involved, and above all had a say in its destiny.

The COE has been completely independent from the day it gave its first concert, and is not beholden to any government body, institution, principal conductor or artistic director. It is for members (playing and non-playing) to decide what is in the best interests of the Orchestra as a collective entity, at the same time as taking into account (as far as possible) the aspirations of individuals within the Orchestra.

The COE has never had any rules or regulations but does have a set of guidelines that has evolved over time based on mutual respect and democratic principles. It is up to its members to solve problems and provide a challenging, stimulating and attractive way of life for all involved. The original objectives, which were the reasons for the Orchestra's creation, and that are the ideals of the COE (the pursuit of excellence, breaking down barriers, and achieving international success against the odds) are as important today as they were when it started out in 1981.



The Management Structure of the COE

The Chamber Orchestra of Europe (COE) is a UK company limited by guarantee with full charitable status. There are three Directors of the Company, who are also Trustees of the Charity.

Trustees: James Judd, Michael Hoare, Peter Readman (Chairman)

Executive Committee:

The Executive Committee is comprised of two non-elected members (Chairman and General Manager), and five bi-annually elected Orchestra Members. This body is responsible for formulating and deciding the artistic policies of the COE which are subsequently implemented by the management. The COE Orchestra Musician Manager is “ex-officio” and coordinates the group.

General Manager Simon Fletcher	Responsible for implementing policies, contracting the players and management team, and for the day-to-day running of operations and administration. Is line manager to the following members of staff:
Stage and Project Manager Tiago Carvalho	Concert/Stage Management. Supporting Tour Management (travel/hotel bookings and tour logistics), General duties in support of the management team both on tour and at the office.
Orchestral Musician Manager Camilla Follett	Orchestral Personnel, Chamber Music Co-ordination, General duties in support of the management team both on tour and at the office.
Business Development Manager Coralia Galtier	Business Development, PR and Marketing, Social Media, Website, COE “Friends”, General duties in support of the management team both on tour and at the office.



Assistant General Manager
Derri Lewis

Supporting the General Manager in all matters and most specifically with artistic administration and concert sales.

Finance and Project Manager
Giovanni Quaglia

Finance, Office and Project Management, COE Academy, General duties in support of the management team both on tour and at the office.

Accountant
Norman Thomas

Tour and Project Manager
(Vacant)

Tour management (travel/hotel bookings and tour logistics), Librarian. Supporting Concert/Stage Management. General Duties in support of the management team both on tour and at the office.