

Arts Management Training Scheme

About the Programme

This two-year, full-time Arts Management Training Scheme offers successful applicants the opportunity to gain an in-depth insight into the operations and functions of a renowned symphony orchestra.

Delivered across four key front-facing departments: Concerts, Marketing & Communications, Learning & Engagement and Development. Trainees complete four six-month rotations, each designed to build core skills, confidence, and knowledge of arts management in the four areas of orchestral operations.

This is a hands-on, structured training programme, ideal for early-career professionals, recent graduates seeking a career in the arts and cultural sector, or those with experience who wish to refocus and shift career.

Programme Features

- Hands-on delivery of core aspects of orchestra activities
- Work as a core member of collaborative teams, with on-the-job learning
- One-to-one mentorship from senior staff in each department
- Professional development workshops covering fundraising, budgeting, communications, and more
- Networking opportunities within the arts sector

End-of-Scheme Outcome

- Comprehensive understanding of arts management in an orchestral setting
- A personalised career planning session with a senior member of staff
- Potential internal role opportunities, depending on skills, areas of interest, and vacancies

Person Specification

- A passion for classical music and the arts
- Strong communication and organisational skills
- 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
- Ability to read music an advantage

Programme Details

- Location: The role will be based at our administrative office in Southwark, London SE1, with a minimum of three days a week in the office/in person. There will be travel within London on a frequent basis and to other UK (possibly international) locations
- Reports to: Managers in each department
- Contract type: Full-time, fixed term for two years

- DBS: This role involves activity 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
- Hours: 9.30 – 17.30, Monday – Friday (35 hours per week) plus evening and weekend work as required

Recruitment process

No CV required. The Philharmonia is committed to creating a truly entry-level opportunity to arts management, so the recruitment process will be focused on applicant responses to four questions. The answers will be judged blind by representatives across the organisation.

- Please answer **both** of the following questions in no more than 500 words/one side of A4:
 1. Why do you want to work for the Philharmonia and what skills do you think you could bring that make you stand out?
 2. It is our mission to create the orchestral experience of the future. What does this look like to you?
- Please answer **two** of the following questions in no more than 500 words/one side of A4:
 1. If you had £10,000 and 6 months to create a project that improved access to Philharmonia concerts, what would you do and why?
 2. If you had ownership of the Philharmonia's social channels, what three core content strands would you develop to grow and diversify audiences, and how would each contribute to measurable outcomes?
 3. You have been given the target to double the number of Philharmonia Friends over 12 months, how would you look to achieve that?
 - Please email your responses to these questions, along with your CV to team@thehrhub.co.uk
 - The deadline for application is midnight on Sunday 24 May
 - Longlisted candidates will be invited for a video interview
 - A shortlist of candidates will be invited to a recruitment day in June
 - Start date for successful candidates is expected to be Tuesday 1 September

Salary & Benefits

This is a fully paid training scheme, with a starting salary of £27,000.

Following successful completion of a three-month probationary period, employees are entitled to a pension contribution in line with company policy.

Other benefits include:

- Discounts and perks using your Southbank Centre contractor card
- Cycle to work scheme

- Training delivered through our 'Lunch & Learn' scheme
- Tickets to Philharmonia concerts, plus promotions for other partner and peer organisations

Placements

Year 1

Placement 1 or 2: Marketing

Objectives

- Gain insight into arts marketing and audience development, while contributing to team projects and building workplace experience
- Develop practical skills in areas like social media, CRM systems, website updates, and Adobe Suite
- Support marketing campaigns and audience engagement by assisting with digital content, print materials, and promotional activity for concerts and events

Main activities

- Work with the team to support marketing campaigns for series and individual concerts, including grassroots promotion, social support, email marketing etc.
- Work with the team on brochure production, direct mail and distribution, copywriting, and sourcing artist and promotional images
- Support the production of concert programmes for the Philharmonia's London, Bedford and Leicester seasons, including compiling materials, proof reading, circulating proofs and collating corrections
- Lead on the creation of event fresheets for concerts and free performances using Adobe InDesign (training will be provided)
- Work with the Director of Marketing & Comms on ad hoc projects, such as delivery of Philharmonia Records album releases
- Attend concerts in London and across the UK on a rota basis, undertaking public-facing roles including at the box office, at Southbank Centre's welcome hub, at Philharmonia Social events or hosting groups of audience members as part of audience development initiatives

Placement 1 or 2: Learning & Engagement

Objectives

- Gain hands-on experience in participatory arts and project management, including using CRM systems, preparing contracts, and supporting professional musicians in outreach settings
- Support the delivery of education and community projects by handling logistics, preparing resources, and attending off-site events such as school concerts and workshops
- Ensure smooth communication and coordination by managing departmental inboxes, scheduling, and meeting administration

Main activities

- Support the L&E team to plan and programme exciting community based projects and initiatives
- Support fellows, mentors, and applicants to our prestigious fellowship programmes
- Liaise and work with orchestral players to support programmes
- Support off-site project related events, either with team or for smaller projects by oneself, (e.g. school concerts, workshops, teacher training sessions)
- Communicate with partners and stakeholders about ongoing and potential programmes and opportunities
- Additional admin tasks related to the team

Year 2

Placement 3 or 4: Fundraising

Objectives

- Gain insight into relationship management and philanthropy, acting as a first point of contact for supporters and contributing to the smooth running of the Friends and Patrons membership
- Support donor communications and stewardship by creating content for newsletters and helping deliver events, receptions, and rehearsals
- Assist with fundraising operations and administration, including managing meetings, processing payments, and handling Gift Aid claims in Tessitura

Main activities

- Attend Development events and receptions as required, providing on-the-day operational support
- Manage and attend Open Rehearsals for Friends and supporters
- Support Friends and Development direct phone lines
- Edit and curate content for monthly supporter e-newsletter
- Provide executive support to Development Director, including diary-management and booking meetings
- CRM support including list and supporter-plan management
- Manage the set up and minuting of departmental meetings and team administration (to include travel arrangements)
- Conduct research to support applications, reports and proposals as required
- Process payments and financial data in Tessitura as directed, including regular Gift Aid Claims

Placement 3 or 4: Concerts

Objectives:

- Gain hands-on experience in orchestral operations, including on-the-day support for performances and administrative tasks related to production including international touring
- Support the planning and delivery of rehearsals, concerts, and tours by managing schedules, booking travel and accommodation, and producing technical documentation

- Assist with artist liaison and logistics, working with conductor and soloist management to ensure smooth engagement preparation

Main activities

- Maintain the Orchestra's online schedule/database ensuring all project details are captured and clearly communicated
- Provide on-the-day support for artists, ensuring their needs are met and schedules are followed smoothly
- Work closely with conductor & soloists' management in preparing for artist's engagements with the Orchestra. Tasks vary from detailed schedules preparation to travel & accommodation research and booking
- Provide administrative support for international tours to include: assisting with visa applications, preparing hotel and flight lists, preparing carnet applications
- Make practical arrangements for the Orchestra's rehearsals, concerts and recording sessions - including the production of detailed tech riders for each concert and the arrangement of all necessary instrument hire