

**London Schools Symphony Orchestra**

**Job Description**

**Position:** Assistant Orchestra Manager – London Schools Symphony Orchestra
**Reports to:** CYM Head of Programmes
**Location:** Morley College (London Waterloo), other London rehearsal and concert venues, occasional travel outside of London.
**Contract:** Initial contract to late January 2026 (self-employed)

**Freelance rate:** £24 per hour

**Working Hours:** One regular 7-hour day per week (excluding Monday) plus an additional 30 days allocated for attendance at LSSO courses in the Easter, Summer and Winter holiday periods (to include concerts and tours). Provisional course schedule outlined below.

The London Schools Symphony Orchestra (LSSO) has a prestigious history of over 70 years, nurturing young musical talent and providing exceptional orchestral training for young musicians aged 13 - 19. Managed by the Centre for Young Musicians and part of the Guildhall Young Artists network, the LSSO runs three holiday courses annually featuring renowned guest conductors and professional soloists. Each course culminates in a concert at the Barbican Centre or another prestigious venue. The summer course includes a short domestic or international tour.

Reporting to the Head of CYM Programmes, the Assistant Orchestra Manager will support the Head of CYM Programmes in all areas of orchestra and concert management for the LSSO with respect to the areas detailed below.

**Key Responsibilities:**

1. **Auditions, Course Planning and Preparation:**
	* Assist with audition planning, including preparing materials, coordinating schedules and facilitating sessions.
	* Create schedules for rehearsals and concert days.
	* Compile plans and personnel lists (including day sheets) for each course.
	* Liaise with rehearsal and concert venues
	* Support LSSO marketing activities
	* Assist in student recruitment, including booking guest players where there are vacancies in the orchestra.
2. **Music and Equipment:**
	* Distribute music to students, including scanning and emailing parts as necessary.
	* Plan and coordinate the transportation of equipment, and collate equipment lists.
	* Assist with set-up on course days.
3. **Orchestra Membership (Students):**
	* Oversee orchestra membership and administration, including participation and seating arrangements for each course.
	* Monitor attendance and manage absences, working with the Pastoral Lead to follow up on any concerns.
	* Maintain accurate student records and share key details with staff working with LSSO (e.g., medical and SEND information).
	* Communicate with parents regarding course details and student-related matters.
4. **LSSO staff:**
	* Assist in booking course tutors, support staff, soloist and conductors as necessary and liaising with them and agents to ensure their work with the LSSO runs smoothly
	* Liaise with the Admin team to ensure timely and accurate payment of LSSO staff.
5. **Safeguarding:**
	* Ensure safeguarding policies are followed and work to ensure arrangements comply with these policies.
6. **Course Days and Concerts (On-the-Ground Support):**
	* Provide operational support during courses.
	* Act as the key point of contact for staff and students on course and concert days (Duty Manager role), ensuring smooth operations and effective communication between all parties involved.
7. **Tours:**
	* Assist in the preparation and execution of tours, both domestic and international.
	* Join tours as the LSSO Assistant Manager.
8. **Development and Innovation:**
	* Contribute to the development of the orchestra, aiming to enhance its status as a sector-leading youth orchestra.
9. **Other:**
	* Deputise for the Head of Programmes as needed.
	* Undertake any other duties as reasonably required by management, in line with the scope of the role.

**Person Specification**

**Essential:**

* Strong organisational and administrative skills.
* Experience in event or project management, preferably within a musical or educational setting.
* Ability to read notated music and working knowledge of orchestral instruments
* Experience in event planning and execution.
* Knowledge of orchestral music and youth orchestras.
* Proficiency in using Microsoft 365/Office for administration.
* Excellent communication and interpersonal skills.
* Experience managing relationships with students, parents and staff.
* Ability to work independently and as part of a team.
* Familiarity with safeguarding practices.
* First aid certification or willingness to obtain it.

**Desirable:**

* A degree in music or a related discipline may be advantageous, but substantial experience in orchestral management or music education is equally important.
* Experience of planning and supporting both domestic and international tours.

**Provisional course dates 2025-26**

**Easter (2025)**

April: 6, 7, 8, 9, 10, 13, 14, 15 (concert), 23 (concert)

**Summer Course and Tour (2025)**

July: 13, 20, 23, 24, 25, 26, 27, 30

August: 1, 2, 3

September 2025: 14, 15 (concert)

**Winter (2025/26)**

December: 14, 21&22 *or* 29&30

January 2026: 2, 4, 9, 11, 12 (concert)