

About Us

Henry Wood Hall is a hidden gem in the heart of London's orchestral scene. Nestled in the historic Trinity Church Square, just a short walk from Borough and Elephant & Castle, this beautifully repurposed 19th-century church has served as a premier rehearsal and recording venue for over 50 years.

We are proud to host many of the UK's leading orchestras and ensembles, including the **London Philharmonic Orchestra, London Symphony Orchestra, Philharmonia, Royal Philharmonic Orchestra, BBC Proms, Birmingham Royal Ballet, Oxford Philharmonic Orchestra and Glyndebourne Opera**. The hall is also a popular destination for major recording labels, offering exceptional acoustics and a unique atmosphere steeped in musical history.

About the Role

We are seeking a **General Manager** to oversee the operations of Henry Wood Hall and lead the next chapter. This is an exciting opportunity for someone who is passionate about the arts and eager to shape the future of one of London's most iconic music venues.

Reporting to the Board of Trustees, you will play a pivotal role in sustaining and enhancing the hall's legacy. You will lead day-to-day operations, develop relationships with key stakeholders, manage finances, and help secure the hall's place at the heart of London's orchestral and recording life for years to come.

Over the last few decades, under the continuous stewardship of our long-serving managers, Andrew Stevens and Charles Strickland, who are shortly due to retire, Henry Wood Hall has developed an excellent reputation for quality, value for money, a can-do attitude, deep industry knowledge and promoting goodwill. The Trustees are looking to build on this vital continuity. After the appointment of a General Manager we shall be seeking an Operations Manager and assistant to support the General Manager.

Key Responsibilities

- **Financial Management:** Plan and manage the annual budget, ensuring responsible financial planning and cash flow. Provide regular financial updates to the Board, including income and expenditure reports, forecasts, and balance sheets.
- **Bookings & Diary Management:** Maximise the use and income of the Hall by managing its diary and client relationships efficiently. Secure regular bookings and maintain long lead booking times.
- **Building Management:** Be responsible for the building and its grounds, delegating duties to the Operations Manager and Assistant as appropriate. The premises are on a long-term lease and the General Manager will be responsible for the maintenance of the building, the mechanical and electrical installations and all fixed and loose furniture and equipment, as well as any capital projects.

As the principal keyholder, be responsible for the opening and closing of the building (delegated to the team as appropriate). Supervise and undertake maintenance and general cleanliness in and around the building. Update and maintain a detailed inventory of all HWH property assets, their condition and replacement costs and predicted timing.

- **Client Relationships:** Maintain strong and professional relationships with all clients. Be an accessible, responsive, and proactive point of contact, ensuring a high level of customer satisfaction. Ensure the safe and timely physical setup of the rehearsal space for visiting orchestras, ensembles and recording companies in liaison with the relevant companies and their requirements.
- **Team Leadership:** Support and lead a small in-house team and coordinate casual staff. Create a positive, efficient, and collaborative working environment.
- **Governance Support:** Act as Secretary to the Board of Trustees. Work closely with the Chair and Vice-Chair, supporting them when needed with information on the Hall.
- **Fundraising & Development:** Support the Trustees in identifying and pursuing funding opportunities through trusts, foundations, private donors, and government initiatives.
- **Health & Safety:** Oversee the security and safety of the building. Ensure risk assessments are up to date and act as the designated Fire Warden and First Aider.

About You

You are passionate about the performing arts, and highly organised with a strong sense of initiative. You understand what it means to work in an artistic environment and take pride in delivering excellence.

We're looking for someone with the following:

- **Operational Management:** Some experience of managing small teams, contractors, or freelancers, with a hands-on and collaborative approach.
- **Financial:** Understanding of preparing budgets and managing operations to meet financial targets, including overseeing income generation and cash flow.
- **Client-Focused:** A strong background in customer service and stakeholder management, with the interpersonal skills to communicate effectively with a range of clients.
- **Commercial Awareness:** Ability to identify opportunities to generate income and increase the Hall's usage, while maintaining its artistic integrity.
- **Arts Knowledge:** A good working knowledge of the classical music industry – particularly orchestras, rehearsal logistics, and recording processes.
- **Digital Proficiency:** Comfortable working with IT systems and databases to streamline operations and manage bookings.

The position has a 40 hour working week with flexibility required to meet the needs of the Hall, its operations and the availability of the team. We anticipate a need for evening, weekend and public-holiday working to provide on-site management at all times. This will be considered to be in lieu of normal working hours and for which there is no additional remuneration.

Henry Wood Hall has a contributory Pension Scheme available.

APPLYING FOR THE POSITION

Applicants should send their CV with a brief covering letter using this link:

<https://lporchestra.wufoo.com/forms/s1pytsez0a2nero/>

Applications should be sent before the closing date which is 8th August 2025. Interviews will occur in mid-August.

Contact Name: Lennie Mackenzie

Contact Email: bookings@hwh.co.uk