



Head of Orchestra Management

Candidate Information
February 2025

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 300 people. As well as our work in Liverpool our Orchestra represents 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 1750 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 several Liverpool NHS Trusts delivering programmes which support people in the Liverpool city region living with a range of mental and physical 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 a 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 18,000 people have benefitted from our music and health programme over the last 15 years.

What is the role?

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- **Title:** Head of Orchestra Management
- **Department:** Performance and Learning
- **Location:** The normal place of work is Liverpool Philharmonic Hall or any reasonable location depending upon the requirements of the post
- **Responsible to:** Executive Director, Performance and Learning
- **Responsible for:** Orchestra Musicians, Deputy Orchestra Manager, Stage and Operations Manager, Stage and Transport Manager
- **Contract:** Full time, permanent

Principal Role

The Head of Orchestra Management is responsible for the musicians, operational management and logistics of the Royal Liverpool Philharmonic Orchestra. They will be a key member of the Liverpool Philharmonic Leadership Team and ensure the effective operation of all rehearsals, concerts, recordings and tours by the Orchestra and associated ensembles. They will ensure a positive, supportive, inclusive and high performance culture and environment enabling the Orchestra to perform at the highest professional standards.



Key Responsibilities

- Ensure the correct provision of contract and freelance musicians for all orchestra and ensemble activities working within budgets and contractual arrangements.
- Ensure all orchestra and ensembles activities are planned and implemented to the highest standards of delivery, presentation and health and safety.
- Manage and support all musicians to maintain the highest performance standards.
- Lead the engagement and involvement of musicians through communications, meetings and groups such as Musician Appraisals, Section Leaders, Orchestra Committee, Task Groups, Health and Safety meetings and others as required.
- Lead the Musicians Performance and Wellbeing programme, ensuring high quality support for artistic and career development, training, health and wellbeing.
- Lead the player recruitment strategy, with the Deputy Orchestra Manager, Head of HR and player recruitment panels, to secure the highest calibre musicians ensuring quality and inclusive recruitment procedures for employed and freelance musicians.
- Lead the orchestra management team to achieve operational excellence across all areas of operations, recruitment, logistics, stage management, presentation, transportation, touring, instruments and equipment, and health and safety.
- Work with the Chief Executive, ED Performance and Learning and Head of HR in the annual pay, terms and conditions negotiations with the Musicians Union, and proactively maintain excellent relationships with the MU throughout the year.
- Support and advise the Artistic Planning and Learning teams to ensure that all artistic activities are operationally achievable within capacity, budgets, health and safety and contracts.
- Ensure excellent communications with the Chief Conductor, Artistic Planning Director, Head of Learning and their teams on matters relating to the orchestra as appropriate.
- Line Manage the Orchestra musicians, Deputy Orchestra Manager, Stage and Operations Manager and Stage and Transport Manager.
- Plan, agree and implement departmental budgets, ensuring all financial matters such as orchestra payroll adjustments, freelance contracts, capital investments etc. are achieved to deadlines.
- Act as Duty Manager for rehearsals, concerts, recordings and out of hours personnel matters/fixing as required within the team rota.
- Ensure all orchestra, ensemble and orchestra management activities are delivered in line with Health and Safety legislation, industry good practice and Liverpool Philharmonic's Health and Safety policies and procedures.

Key Responsibilities Continued:

- Contribute to cross departmental business and collaborative working as an active member of the Leadership Team
- Contribute to the overall delivery of the Strategic Plan and associated plans such as Inclusivity and Relevance, Environmental Responsibility and others as directed.
- Ensure the Orchestra and Orchestra Management team operate within Liverpool Philharmonic's values of excellence, ensemble, welcoming and passion for music.
- In addition, the post-holder may be required to undertake other reasonable duties commensurate with their status and abilities and depending upon the requirement of Liverpool Philharmonic.

Person Specification

The successful candidate is likely to be able to demonstrate the following.

Knowledge and Experience:

- Experience of working in a management role in a professional orchestra, with excellent knowledge of orchestral and symphonic repertoire.
- Successful track record of managing orchestra logistics and operations.
- Experience of managing professional musicians, with sound knowledge of creating a positive culture, environment and conditions in which musicians can thrive.
- Experience of working within a collective orchestral contract and with a trade union.
- Understanding of health and safety legislation and good practice relevant to the operation of a professional symphony orchestra.
- Demonstrable management experience including line management, team leadership, events, projects, budgets and financial management.

Person Specification Continued:

Skills and Abilities:

- Excellent interpersonal, communications and collaborative working skills.
- Ability to work independently and as part of a team in a logical, organised manner with a high level of attention to detail.
- Ability to influence and gain commitment from colleagues, peers and team members, provide overall effective leadership for musicians and orchestra management team.
- Excellent line management ability, with demonstrable capabilities in strengthening individual and team performance and culture.
- Ability to think strategically to develop short, medium and long term orchestra management, player recruitment and retention strategies.
- Ability to work proactively in a pressurised environment, manage competing priorities and deliver results within changing circumstances and priorities.
- A confident and pragmatic manager, who can enthuse colleagues on the bigger picture whilst also leading detailed planning and delivery of the orchestra work schedule.
- Strong organisational and financial management skills.
- Commitment to and understanding of equity, diversity and inclusion in relation to orchestras and an organisation such as Liverpool Philharmonic.
- Clear commitment and ability to work to Liverpool Philharmonic values and lead by example in relation to Passionate about music, Excellence, Ensemble and Welcoming.
- Proficiency in using orchestra management software, for example, OPAS.
- Demonstrable experience in applying Health and Safety protocols and risk management strategies to an orchestra and stage environment, ideally with a recognised health and safety qualification (eg IOSH Managing Safely).



Key Information

- **Salary:** £45,000 - £50,000 depending on experience
- **Employment type:** Full time, permanent
- **Hours of work:** The standard contracted hours for this post are 35 hour per week. Normal office hours are Monday-Friday, 9.30am to 5.30pm, however there will be requirement to regularly undertake evening and weekend work depending on the RLPO schedule requirements, this will be included within the post's 35 hour working week.
- **Place of work:** The normal place of work is Liverpool Philharmonic Hall or any reasonable location depending upon the requirements of the post
- **Holidays:** 26 days (pro-rated) plus bank holidays

What benefits are offered?

Pensions

Access to a Group Personal Pension Scheme whereby employees are auto enrolled and can enjoy employer contributions.

Training and Development

We offer a dedicated training and development fund to support the growth and progression of our employees.

Service Awards

Employees are provided with additional time off and cash incentives at various long service milestones.

Complimentary staff tickets

Complimentary staff tickets are available, and employees are encouraged to attend events.

Health Cash Plan

Following two years' service you will have access to a health cash plan with an external supplier. This provides cash back towards everyday healthcare bills and a range of other wellbeing benefits.

Discounted Staff Parking

Access to reduced price parking (subject to availability) in car park operated by Liverpool Philharmonic for employees who choose to drive in to work.

Rail services

Access to the Mersey travel Season Ticket enabling the cost of annual season ticket to be spread over a period of 12 months.

Cycle to work

Cycle to Work Scheme that offers discounts on a bike and accessories, with the cost spread over a period of 12 months.

How to Apply

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

You will be required to input your personal details and then asked to complete the required information.

You will also be asked to add a supporting statement, which can be a maximum of 500 words detailing how you meet the requirements of the job (that does not include any personal details such as your name, date of birth, gender, address or phone number).

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

Applications are due no later than 12 noon on Thursday 27th March 2025. 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 on the w/c 7th April 2025 at Liverpool Philharmonic Hall, Hope Street L1 9BP

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.

LIVERPOOL PHILHARMONIC

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Liverpool Philharmonic Hall
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