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# Philharmonia

## Concerts and Projects Manager

### Overview of the Organisation

The Philharmonia Orchestra is one of the world's great orchestras and has been creating thrilling performances for a global audience since 1945.

### Artistic Leadership

Celebrated young Finn Santtu-Matias Rouvali is our Principal Conductor. Santtu follows in the footsteps of great artists including Herbert von Karajan, Otto Klemperer and Riccardo Muti. His immediate predecessor Esa-Pekka Salonen is our Conductor Laureate, and Christoph von Dohnányi is our Honorary Conductor for Life. In 2023, Marin Alsop joined the Philharmonia family as Principal Guest Conductor.

This inspirational artistic leadership is at the core of our work on the concert platform, which we then complement with a diverse range of titled artists which change season by season; in 2025/26 our Artists in Residence is dance theatre company Thick and Tight. Our Featured Artist is pianist Víkingur Ólafsson, and Featured Composer is Gabriela Ortiz. Together with the orchestra, these artists help us shape a programme of performances and projects of the highest quality and distinctiveness.

### Organisational Overview

With over 40 years' Patronage by HM King Charles III, we are proud to be a globally active orchestra.

The Philharmonia is a registered charity and as one of the four London self-governing symphony orchestras comprises 80 musicians from 16 countries. The Board is led by Lord King of Lothbury and includes a strong player voice through members of the orchestral committee headed up by President James Buckle. The management team of 40 administrative and backstage staff is led by CEO Thorben Dittes and an Executive Team of six.

Our artistic home is the Southbank Centre in the heart of London, where we give around 35 performances a year. We also have residencies in Bedford, Leicester, Canterbury, and Basingstoke, encompassing longstanding Learning & Engagement projects as well as regular concerts. Additionally, the orchestra is resident at Garsington Opera and the Three Choirs Festival. From our administrative base in Bankside, we create around 250 projects and performances annually and in 2023/24 around 160,000 experienced the Philharmonia sound live.

From LPs to Virtual Reality, we have always been pioneers in using technology to bring our music to the widest possible audience. We have 1 million listeners each month on Spotify, over 500,000 social media followers, and a vibrant YouTube channel with annual viewing figures of almost 3 million.

### The future

Following the challenges of the Covid pandemic and a change in executive leadership the organisation has undertaken an extensive mission-vision-values exercise, involving musicians, staff, Board and external stakeholders. The resulting forward direction connects its illustrious musical history and artistic DNA of international excellence, with a firm focus on innovation and the future of the orchestral experience for both audiences and musicians.

The next steps will be to create the detailed strategies, operational models and standout defining artistic projects which enable us to move towards our vision of the future of a thriving, equitable society with orchestral music at the heart of cultural life, where musicians are celebrated for the work they do to make the world a better place.

Could you be part of that future?

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## Job Title

### Concerts & Projects Manager

#### Position Summary

The Concerts & Projects Manager is responsible for the planning, coordination and delivery of several key areas of the orchestra's core performance activity (including but not limited to: concerts in London and around the UK, commercial recording projects, the orchestra's Garsington Opera residency and others).

Working in a fast-paced environment as part of a friendly, fun and creative team, the role of Concerts & Projects Manager provides a unique opportunity to work with leading musicians and conductors. Excellent organisational and budgeting skills, attention to detail, innovative thinking and a flexible approach to working will help you manage, develop and execute a diverse range of projects to the highest standard.

With oversight from the Senior Concerts Manager and Concerts Director, the post-holder will work closely with the Concerts Coordinators, Concerts Assistant and the Orchestra Operations Team in the delivery of outstanding performances in venues as varied as car parks, concert halls and country houses.

#### Key Responsibilities

- Planning and coordinating of the London Season at the Royal Festival Hall.
- Planning and co-ordination of the Orchestra's residencies in the main season: Basingstoke, Bedford, Canterbury & Leicester and in the summer season: Garsington Opera and Three Choirs Festival.
- Planning and co-ordination of the Orchestra's UK engagements.
- Preparing concert/project budgets, managing and maintaining set budgets and final reconciliations/invoicing.
- Liaising with the Orchestra's Head of Production and Stage Managers regarding practical arrangements for all concerts and projects, including but not limited to stage plans, arranging stage extensions where required, truck requirements etc.
- Liaising closely with the Orchestra Librarians on orchestrations and editions for repertoire being performed or recorded.
- Supervising the Concerts Coordinators and Assistant in the practical delivery of contracts, PPE letters, tech riders, dressing room and security lists, rehearsal venue bookings, detailed schedule preparation etc.
- Keeping abreast of all relevant agreements and updates from the Association of British Orchestras and Musicians' Union.
- Liaising with the Orchestra Committee and Artistic Committee regarding player matters as directed by Senior Concerts Manager/Concerts Director
- Attending concerts & projects in London and around the UK. Representing the Philharmonia with utmost professionalism at all times.
- Undertaking such other duties as may reasonably be required by the Company.
- Upholding and demonstrating the Orchestra's values.

#### Skills and Qualifications

##### *Essential:*

- Minimum three years' experience in classical music administration;
- Demonstrable experience in performance production and scheduling;
- A strong passion for orchestral music;
- Meticulous attention to detail;
- Self-motivated and a diligent worker;
- Good organisational skills and time management;
- Excellent interpersonal skills, both written and verbal;
- Ability to problem solve independently;
- Ability to find creative solutions independently;

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- Ability to work as part of a team;
- Ability to motivate junior colleagues;
- Willingness to have a hands-on and positive attitude during projects;
- Willingness to work unsocial hours, including evenings and weekends;
- Willingness to travel outside London, as required.

## *Desirable:*

- Skills in concert management
- Previous employment with a symphony orchestra
- Knowledge of the working practices of a professional orchestra (including ABO/MU agreements that apply to a professional freelance orchestra)
- Knowledge of orchestral repertoire

## **Reporting Structure**

Reporting to the Senior Concerts Manager.

## **Employment Type**

Full time, based in London with weekend and evening work as required by the orchestra's schedule.

## **Salary and Benefits**

- £30-£35k, dependent on experience
- Pension contribution of 6% of salary to a qualifying scheme

## **Location**

The role will be based at our administrative office in Southwark, London SE1; however, the role will require frequent travel within the UK (and possibly at times internationally)

## **Application Process**

- Email CV and cover letter to: [philharmoniahr@thehrhub.co.uk](mailto:philharmoniahr@thehrhub.co.uk)
- Subject: Philharmonia – Concerts & Projects Manager
- Closing Date: Monday 29 September 2025
- First interviews: Thursday 2 October 2025
- Second round interviews: w/c 6 October 2025

## **Equal Employment Opportunity Statement**

The Philharmonia Orchestra is committed to ensuring equitable opportunities and a welcoming environment for all those that engage in our work. We strive for a more representative workforce and encourage applications from under-represented groups in the UK arts workforce, particularly those from Black, Asian and Ethnic Minority backgrounds, from lower socio-economic statuses, d/Deaf and Disabled applicants, and those from the LGBTQIA+ community. We are a Disability Confident Employer. If you require any adjustments to apply for this position or attend an interview, email [team@theHRhub.co.uk](mailto:team@theHRhub.co.uk) with 'Reasonable Adjustments – Philharmonia' in the subject line.