

ORCHESTRA CONTRACTOR

Summary:

Job Title: Orchestra Contractor (aka "Fixer")

Job Type: Full Time, permanent (37.5 hours per week)

Hours: 9.30am – 6.00pm, Mon-Fri (*Working outside of these hours at the studio will also be required. Time worked can be taken "in lieu" when appropriate.*)

Salary: in the region of £33,000 per annum, dependent on experience

Location: Spitalfields, E1 5JL + various London studio locations, as required (+ 1 day from home per week, where possible, upon completion of probationary period).

About Isobel Griffiths Ltd

Isobel Griffiths Ltd is the leading Orchestra Contractor in the UK, booking musicians for major feature films, television programmes, video games, records, commercials, live shows and production music for over 40 years.

We handpick the crème de la crème of the UK's freelance musicians to facilitate recording sessions and orchestral projects. These take place in London's top venues and studios, such as Abbey Road Studios and AIR Studios. The projects we work on are varied, and can range from a 100-piece orchestra for a week of recording for a film, to a rhythm section for a recording artist. We ensure projects are budgeted for and run in line with the various Musicians' Union agreements and that the musicians we book are contracted accordingly.

We are a small but busy team of eight people who work closely together and support each other. Day to day email and telephone contact involves liaising with musicians and their diary services, composers, producers, arrangers, recording studios, record labels, TV, video game and film production companies to discuss the details for each project and to ensure the composers' needs are met and that our work in the studio runs without a hitch.

Job Description

We are seeking an ORCHESTRA CONTRACTOR (aka "Fixer") to join our team of Fixers on a full time basis. The role will require a training period of approximately six to twelve months, during which time the successful candidate will learn each aspect of the role whilst under supervision. The speed of the training will very much depend on the motivation and initiative of the trainee. Once their training is complete, each Orchestra Contractor is responsible for the end-to-end management and smooth running of their own projects and recording sessions as an employee of Isobel Griffiths Ltd.

The role includes liaising with clients to determine their requirements, advise on the relevant MU Agreement terms, and to budget and invoice for the project accordingly. The Orchestra Contractor is then responsible for hiring appropriate musicians and communicating regularly with all the relevant personnel to deliver successful recording sessions. These sessions will be attended by the Orchestra Contractor for the entirety of the project (including any overtime), which can mean long, antisocial hours in the studio, depending on the schedule required.

The Orchestra Contractor will then liaise with the company's accounts team to ensure that the musicians are paid correctly for the sessions and complete the correct paperwork. Finally, they ensure that the final costs are reported to the client with 100% accuracy.

Key Responsibilities

- Client and composer liaison – noting detailed requirements regarding upcoming projects (line-ups and schedules, etc.)
- Juggling multiple projects and deadlines simultaneously, whilst under pressure.
- To have an in-depth familiarity with Musicians' Union agreements
- Preparing budgets in accordance with the appropriate set rates and regulations.
- Creating estimates in advance of sessions as requested by regular clients and new enquiries.
- Raising invoices and ensuring project payment deadlines are met.
- Checking musician availabilities and securing them for projects.
- Preparing Musicians' Union consent forms in advance of sessions.
- Attending recording sessions to ensure the project is run in accordance with Musicians' Union guidelines and dealing with on-site client and musician queries or issues.
- Ensuring accurate records are kept of all personnel on a project.
- Dealing with various administration and record-keeping tasks.
- Computer programmes currently used – Microsoft Office (Outlook, Word, Excel).

Your Skills & Experience

Essential Skills:

- Absolute and proven attention to detail.
- Excellent time management skills.
- Ability to remain calm working under pressure and to tight deadlines.
- Ability to deal with multiple projects at once and adapt to changing priorities.
- Exceptional communication skills, both in written and spoken English.
- Confident interpersonal communication style.
- Self-motivated with a positive attitude.
- Willingness to work flexibly, including frequent evening and weekend studio attendance, as required.
- Ability to maintain absolute discretion when dealing with confidential information.

Essential Experience:

- Musical background e.g. a degree and/or experience working in a related field.
- Experience in an administrative role.
- Working experience of Microsoft Office (Excel in particular)
- Experience communicating in a professional capacity via email.

Desirable Skills / Experience

- Experience of orchestra or musician management, including booking and scheduling musicians
- Experience putting together budgets and invoices.
- Working knowledge of MU/BPI, PACT, IPA and PMAG Agreements.

Benefits

Paid Holiday: 25 days per annum + Public Holidays + 1 day of annual leave to be taken within your birthday week.

Healthcare: Option to join company's private healthcare scheme upon completion of a three-month probation period.

Application Process

Please apply with covering letter and CV by **10th January 2026** to recruitment@isobelgriffiths.co.uk. Interviews are expected to take place in late Jan/early Feb with a preferred start date of early March.