

Philharmonia

Executive & Artistic Planning Co-ordinator

April 2026

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 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 Artist in Residence is dance duo Thick and Tight and our Featured Artist is Víkingur Ólafsson. Together with the orchestra, these artists help us shape a programme of performances and projects of the highest quality and distinctiveness.

Organisational Overview

The Philharmonia is an Arts Council England National Portfolio Organisation, as well as 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 Sir Howard Davies 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 30 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 tours extensively internationally, with tours over the last year to the USA; Japan; Korea; Mauritius and Europe. From our administrative base in Bankside, we create around 250 projects and performances annually and in 2024/25 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 Board, musicians, staff, audiences and external stakeholders. The resulting forward direction connects the orchestra's illustrious musical history and artistic DNA of international excellence with a firm focus on innovation oriented towards the future of the orchestral experience, for both audiences and musicians.

Building on the successes of our landmark 80th Anniversary Season, we are now focusing on adjusting our business model and developing detailed strategies, internal processes and standout artistic projects which enable us to move towards our vision of the future. This vision centres on 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

Executive and Artistic Planning Co-ordinator

Position Summary

The Philharmonia is seeking a confident, bright and well-organised Co-ordinator to support the CEO and wider Executive Team in their role as leaders, by supporting with research, artistic planning co-ordination, external and internal stakeholder and project liaison as well as diary management.

Ready to fast track your career in concerts or general management for an orchestra? This role will suit an ambitious music or arts administrator, who is both knowledgeable and passionate about orchestral music. This is a phenomenal opportunity for a proactive and highly self-motivated individual to gain insight into all aspects of senior orchestral management.

You will be able to evidence skills at problem solving, project work and relationship management and must show discretion and tact when dealing with matters of a confidential nature. You must have excellent verbal and written communication skills and good technical music knowledge.

Working in a fast-paced, busy environment, the Co-ordinator will have the ability to think outside the box and provide effective solutions to everyday operational challenges swiftly and calmly.

The role is based full-time at our Bankside Office in London, with regular attendance at concerts, board and committee meetings and donor events, which often occur outside office hours.

Key Responsibilities

- Acting as first point of contact for the Executive Office, ensuring it functions smoothly and efficiently by liaising and coordinating with other members of the Executive, the Board and external stakeholders
- Managing the CEO's diary, scheduling appointments and arranging travel itineraries; making bookings, arranging payments, maintaining simple budgetary and expenses records
- Handling calls and correspondence, preparing briefing documents and presentations, managing annual cycle of concert invitations
- Supporting the artistic planning function with research and project work on repertoire and artists
- Managing the repertoire clash-checking process, including accurate and up-to-date record-keeping and season co-ordination with Southbank Centre
- Supporting the CEO and Board Secretary by ensuring that day-to-day governance arrangements are working effectively; providing administrative support to the Board and other Committees including drafting and checking agendas, collating and circulating papers, professional minute-taking, pursuing of agreed actions, booking and setting up meeting spaces
- Leading on specific projects or initiatives for the Executive, under the direction of the CEO
- Looking after day-to-day building/office operations as part of a team
- Handling a range of conflicting priorities and ensuring the CEO's office maintains an open and outward-facing approach, while dealing with all matters in a confidential and timely manner, being trusted implicitly with sensitive information

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Skills and Qualifications

- Graduate level with 2 years' professional work experience
- A background in the arts is desirable, either having studied arts administration/music/ management or with relevant comparable experience working in an arts organisation
- Experience carrying out programme, artist and music industry research
- Confidence in report writing and presenting is essential, with excellent MS Office skills
- Good knowledge of artists, orchestral repertoire and the classical music business
- Strong admin talents – this role is admin heavy
- Highly organised and process-driven
- Meticulous attention to detail
- Proactive and solutions-oriented approach, demonstrating a high degree of self-motivation
- Excellent communication and relationship building skills
- Flexible attitude and enjoys working in a demanding and ever-changing environment
- Strong work ethic including time management and ability to work to deadlines
- Demonstrates absolute discretion when handling confidential or commercially sensitive information

Reporting Structure

Reporting to the Head of Artistic Planning.

Employment Type

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

Salary and Benefits

- £27,000-£29,500 p/a
- 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 may occasionally require travel within the UK and internationally as dictated by the orchestra's schedule.

Application Process

- Email CV and cover letter to: philharmoniahr@thehrhub.co.uk by 12 noon on Friday 8 May 2026
- Subject: Philharmonia –Executive & Artistic Planning Co-ordinator
- Interviews will take place in person in London on Friday 15 May 2026
- Applicants must have the right to work in the UK

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 philharmonia@theHRhub.co.uk with 'Reasonable Adjustments – Philharmonia' in the subject line.