



SENIOR PLANNING MANAGER

Position title: Senior Planning Manager
Reports to: Executive Director, Performance & Planning

Role overview

As the Academy of St Martin in the Fields (ASMF) concludes one of its most successful, complex and fulfilling seasons, we are looking to recruit a new team member to help the orchestra as we enter a period of growth and expansion; driven by our ambition for our work, both at home and around the world, and the potential for a major transformational project to further grow and evolve the work of the orchestra

The Senior Planning Manager is a new role within ASMF to support the Executive Director, Performance & Planning on advance planning; generate work for the orchestra and manage recording projects; oversee the delivery of UK performances and projects, and support Marriner Projects and Fellowships.

Key responsibilities

Working with the Executive Director, Performance & Planning, and internal and external colleagues to:

- Support and drive-forwards the planning of performances and projects, including costings, contracts, negotiations, stage plans and technical riders/requirements
- Manage and co-ordinate advance schedule planning, including rehearsals for UK and non-UK projects
- Proactively generate and deliver UK performance, partnership and commercial opportunities
- Take responsibility for the delivery of UK performances and projects (including those attached to international tours)
- Issue the monthly advance schedule (shared responsibility with Head of International Touring)
- Manage commercial recording projects and enquiries
- Manage the day-to-day St Martin-in-the-Fields relationship
- Undertake budget setting, financial management and reconciliation for relevant projects
- Support musicians and colleagues on the delivery of Marriner Projects, Fellowships, and other initiatives
- Line-manage the Performance & Projects Assistant

Other responsibilities

- To provide support to colleagues as required
- Liaise with members of the Academy management team to ensure co-ordination between performance & tour management, social purpose, development, marketing and PR initiatives as appropriate
- Other duties as assigned

NB: this job description is intended to provide an overview of the new role and expected areas of responsibility. It is not a 'task-by-task' job description and may evolve and change as the requirements of the Orchestra develop.



Experience required

- Significant experience in orchestral, ensemble, or performing arts administration, with a track record managing complex, simultaneous schedules and projects
- Experience negotiating, analysing and writing contracts
- Experience with budget setting and financial management
- Experience managing commercial recording projects, including label liaison
- Confident stakeholder management, liaising with venues, promoters, agents, and internal teams
- Understanding of the technical and logistical requirements of orchestral performances
- Line management experience
- Experience working within a professional orchestra or comparable large ensemble is highly desirable, as well as setting and improving processes
- Knowledge of MU/ABO industry agreements and freelance orchestral engagement practices is an advantage
- Flexibility to work occasional evenings/weekends around performances and projects, and to travel as required

Benefits and terms

Salary £40-45,000.00 per annum

25 days holiday per year plus public holidays.

Full time position with 3 months' notice, first three months probationary.

Enrolment in the Academy's income protection plan and pension plan.

Candidates must have existing right to work in the UK.

To apply

Interested applicants should submit a CV with covering letter to Tim Davy:

timdavy@asmf.org

Closing date: Friday 24 July 2026, 10am

Interviews: w/c 27 July and w/c 10 August 2026

About the Academy of St Martin in the Fields

Founded in 1958 by Sir Neville Marriner, the Academy of St Martin in the Fields has evolved into a musical powerhouse, an orchestra renowned across the world for its commitment to the musical freedom of its players and the sharing of joyful, inspiring performances. Today, with Music Director Joshua Bell, ASMF's player-led approach empowers every member of the orchestra. This creates a direct line and electrifying connection between the orchestra and our audiences, resulting in ambitious and collaborative performances that transcend the more traditional conductor-led model.

Beyond the 85+ performances given in the concert hall each season, our commitment to a social purpose manifests in impactful projects that harness the power of music to empower people. We have a longstanding history of work



which connects with people experiencing homelessness, and our education projects develop autonomy and creativity among emerging musicians worldwide.

Our collective artistic responsibility fosters enduring collaborations with world-renowned soloists, exemplified by our 15-year partnership with Music Director and virtuoso violinist Joshua Bell. These collaborations showcase the benefits of trust and true artistic collaboration developed over time.

Building on its rich global legacy, the Academy of St Martin in the Fields remains one of the world's most-recorded orchestras, igniting a love for classical music in people around the world through live performance and digital initiatives. Today, we continue a busy international touring programme alongside a significant presence in the UK – making us one of the country's most celebrated cultural exports.

About our company culture

We believe that we get the best results by involving our musicians in the planning and delivery of our work, and by being open and transparent about the opportunities and challenges faced by the orchestra. Our office team is agile, committed and friendly - we believe in ensuring that people have the opportunities to develop their skills and grow in their roles. The culture is non-hierarchical, and we encourage everyone to share ideas and suggestions for the future of the orchestra. We trust the individuals in our team to deliver their work and to shape their working days in the way that best suits them, with a genuinely flexible approach to office vs home working. We believe that working in our industry should be rewarding and enjoyable, and work hard to ensure our working practices empower our team members so that they can do great work in an environment that is supportive and fulfilling.