

## LIVERPOOL PHILHARMONIC - JOB DESCRIPTION

<b>Title:</b>	Special Projects Coordinator
<b>Responsible to:</b>	Head of Operations and Special Projects (Orchestra & Ensembles)
<b>Contract:</b>	Full time (35 hours) / Permanent. The role will require ability to work flexibly, across evenings and weekends

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### Principal Role

The Special Projects Coordinator is key in supporting the co-ordination and delivery of a range of Royal Liverpool Philharmonic Orchestra's performances both in Liverpool and across the UK.

The position will support the high-quality delivery of special projects undertaken by the RLPO, including Pops, Family Concerts, Cross-genre collaborations, Festivals and Chamber Concerts (including performances delivered in the Music Room and at the Tung Auditorium).

The role will successfully advance and deliver a wide range of projects and concerts, supporting the organisations' goal to attract new audiences with excellent quality performances, and work closely with both internal and external production teams to ensure the highest standard of concert presentation.

### Responsibilities and duties

#### Managing information

- Support the Head of Operations and Special Projects to ensure successful delivery of a wide range of concerts involving the RLPO with complex production and logistical requirements. This includes the orchestral Pops series, Family concerts, Films with Live Orchestra and Cross-Genre Concerts. This includes plans are made including consideration of health and safety.
- Support the Concert Manager with advancing external technical specifications and rider requirements from producers and artists to ensure the seamless execution of each event including creating riders and concert specifications for special projects and chamber concerts held at venues in and outside the primary location.
- Inputting operational information for concerts into Liverpool Philharmonic's Event Systems (OPAS and Artifax) for special projects, and post event data recording.
- Support Head of Operations and Special Projects to devise and design new concert products and presentations to attract new audiences including new directions for pops, family concerts and cross-genre concerts.

#### Welcoming

- On-site presence backstage to assist artists and production teams to ensure the successful delivery of events.



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- Attendance at rehearsals and concert duty which will include some evenings and weekends (on a rota basis) to meet and greet artists; this will include some out of hours on call for which a work mobile phone is provided. This may occasionally include some out of town dates (by rota).

### **Duties**

- Attend regular cross-departmental meetings as a representative of the Artistic Planning Team when required, including the weekly / regular diary meetings. Including project debrief meetings and maintaining records of feedback
- To support other team members during busy times.
- Contribute to the Operations and Special Projects team operating within Liverpool Philharmonic's values of excellence, ensemble, welcoming and passion for music.
- To undertake other reasonable duties commensurate with status and abilities, depending upon the requirements of the Royal Liverpool Philharmonic.

## **Person Specification**

### **Experience:**

- At least one years' experience of working within music, events or the arts sector
- Experience of successfully advancing and delivering live music events
- Proven experience of supporting the delivery of complex projects
- Knowledge of Health and Safety protocol (when delivering events in a venue)

### **Knowledge, skills and competencies:**

- Working within a live music venue or organisation
- Working knowledge of Artifax and / or OPAS software (training can be provided)
- Ability to work independently and as part of a team in a logical, organised manner with a high level of attention to detail
- Excellent interpersonal, communications and collaborative working skills.
- Ability to remain calm particularly when working to demanding deadlines
- Ability to act with discretion, diplomacy and tact in complex organisational and political contexts are essential
- Ability to work proactively in a high-pressure environment, manage competing priorities, and achieve results amidst changing circumstances and priorities. Demonstrates strong critical thinking skills to identify and resolve problems and challenges effectively.
- Excellent communication skills; written, verbal.
- Familiarity with Outlook, Word, Excel, PowerPoint and network or PC based database and communications software
- Strong level of attention to detail
- Awareness of equal opportunity and diversity principles within the context of the role



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### Personal style and behaviour:

- To have enthusiasm and commitment to Liverpool Philharmonic's mission to 'transform lives through music'
- To ensure in every aspect of this role, your work is guided by and aligns with our values:
  - Passionate about music
  - Ensemble
  - Excellent
  - Welcoming
- Commitment to Diversity, Equality and Inclusion, and shows respect for the views and actions of others.
- Flexible approach to working
- Team player

**Please note:** *This job description reflects the current position. It does not preclude change or development that may be required in the future.*

### Equal Opportunities Statement

Liverpool Philharmonic transforms lives through music. We champion equity, diversity, inclusion, and belonging throughout our organisation, our activities, and in the artists and music genres we present.

Our team is a dynamic group of people from all walks of life, united in our passion for music. We're committed to ensuring that everyone feels welcome and everyone is able to thrive, regardless of who they are and where they are from. We are committed to developing a more diverse workforce through encouraging applicants with the skills and experience that help us to widen our perspective and better serve the needs of the Liverpool City Region and our communities.

We particularly encourage applications from individuals from disabled, minority ethnic, and working-class communities as these groups are currently underrepresented within the creative industries.



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