
Philharmonia

Orchestra Personnel 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 2024/25 our Artist in Residence is movement artist, choreographer, performer and collaborator, Vidya Patel. Our Featured Artist is violinist Nemanja Radulović. 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 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 Cheremie Hamilton-Miller. 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.

Job Title

Orchestra Personnel Manager.

Position Summary

The Philharmonia Orchestra is seeking to appoint an enthusiastic and experienced Orchestra Personnel Manager (OPM). This role presents a rare opportunity to work for one of the world's leading orchestras, and with its outstanding musicians, as well as celebrated conductors and soloists. The OPM will ensure the best possible line-up of musicians on stage at all times, as well as taking responsibility for the smooth functioning of rehearsals, recordings, and performances. This includes concerts at the Royal Festival Hall, the Orchestra's thriving residencies in Bedford, Leicester, Canterbury, Basingstoke, and at Three Choirs Festival and Garsington Opera, as well as other UK engagements, international touring, studio and recording sessions, and chamber music projects and learning and engagement work.

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Key Responsibilities

Musicians' booking and co-ordination:

- Book, set-up, schedule and manage musicians for all orchestra calls (including, but not limited to, rehearsals, concerts, tours and recording sessions) via the Orchestra's in-house software, and in co-ordination with the Senior OPM.
- Arrange substitutes and extra musicians, following precise fixing lists and working closely with section principals, and members of the Orchestra Committee (OC), as needed.
- Administrate members' release requests.
- Maintain accurate records of attendance, absences and late arrivals.
- Ensure accurate attendance records and player pay sheets are provided to the Finance Department for player pay processing after each project.
- Serve as first management point of contact for all musicians, addressing and resolving personnel issues professionally and diplomatically.
- Write and distribute Permitted Paid Engagement (PPE) letters to foreign-based orchestra players, as required.

Concert and Rehearsal Duty Management:

- Act as Concert/Duty Manager as required for all applicable Orchestra performances and projects
- Attend orchestral calls as part of a rota agreed with the Head of Production and the Senior Orchestra Personnel Manager, including Royal Festival Hall concerts, out-of-London regional concerts, engagements, overseas tours and recording sessions.
- At rehearsals and concerts, liaise with conductor, soloist(s), promoters, record producers, venue staff etc., to ensure that all arrangements for artists and orchestra players are satisfactory; such tasks include showing the conductor and soloist(s) to the platform and to their dressing rooms, ensuring refreshments are available, discussing personnel lists, communicating with artists regarding any potential changes to agreed arrangements etc.
- Manage the smooth running of all rehearsals and concerts ensuring that orchestra calls start on time and that breaks are kept to the required minimum. The OPM is expected to arrive well before each call time and stay until the end.
- Distribute schedules/project confirmations and amendments, to ensure that all orchestral personnel, Stage and Transport team and Librarians are aware of any changes to the schedule, making announcements to the orchestra (in person, on email and via phone/WhatsApp), as required.
- Inform the President/OC Member/Union Representative of any problems and consult with Concerts Department colleagues if there are any proposed changes to previously agreed arrangements.
- Assist the Marketing Department with social media content capture and dissemination relating to orchestral rehearsals, recording sessions, backstage etc., as required (training can be given).
- Deputise for the Librarian as required, and liaise between conductors, players, and the Librarian at rehearsals, concerts, engagements, recording sessions and on tour, as necessary.

Other:

- To work collaboratively with all other members of the Concerts Department in the efficient planning and execution of all Orchestra activity.
- To communicate promptly and effectively with all members of the organisation.
- Undertaking such other duties as may reasonably be required by the Company.
- Uphold and demonstrate the Orchestra's values.

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Skills and Qualifications

Essential:

- Have a demonstrable passion for western classical music.
- Previous experience as an orchestral fixer in a professional environment or within arts administration, orchestra operations, or a similar role.
- Thorough understanding of the ABO and Musician's Union rules and rates governing all types of work.
- Thorough understanding of the inner workings of orchestral sections, the fixing process, and special requirements of particular instruments
- Excellent organisational, interpersonal and problem-solving skills with a professional and flexible approach to work.
- Meticulous attention to detail.
- Self-motivated and a diligent worker.
- Ability to work flexible and unsocial hours, including evenings and weekends.
- Ability to work as part of a team.
- Ability to work to deadlines, work flexibly and react to change quickly.
- Willingness to have a hands-on attitude during projects.
- A track record of taking and accepting responsibility.
- Good IT proficiency, including the ability to pick-up new operating systems quickly.
- Excellent personal presentation.
- Must be able to travel outside London and abroad.

Desirable:

- Ability to read music.
- Clean driving licence and access to a car.

Reporting Structure

The Orchestra Personnel Manager is line-managed by the Senior Orchestra Personnel Manager. The OPM is a member of both the Orchestra's Concerts Department and Orchestra Operations' Team (OOT) and works closely with the Senior Orchestra Personnel Manager and Head of Production, as well as the Librarians and Stage Managers.

Employment Type

Full-time, based in London. Working hours are dictated by the Orchestra's performance schedule, and include regular evening and weekend work, as well as additional hours in the office, as required.

Candidates must have the right to live and work in the UK.

Salary and Benefits

- £35,000-£45,000 per annum, dependent on experience.
- Pension contribution of 6% of salary to a qualifying scheme.

Location

On location with the Orchestra as required and in the administrative office in Southwark, London SE1.

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Application Process

- Email CV and cover letter to: team@theHRhub.co.uk.
- Subject: Philharmonia | Orchestra Personnel Manager.
- Closing Date: 09:30 on Thursday 2 January 2025.
- First interviews: online, week commencing 6 January 2025.
- Second interviews: in person, week commencing 13 January 2025.
- 1 March 2025 is the desired start date, but there will be some flexibility for the right candidate.

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 Real Living Wage employer and a Disability Confident Employer. If you require any adjustments to apply for this position or attend an interview, email: team@theHRhub.co.uk with 'Reasonable Adjustments | Philharmonia' in the subject line.