
Philharmonia

Learning and Engagement Assistant Job Description

June 2024

Job Title	Learning and Engagement Assistant
Contract Type	Permanent, Full-time (35 hours per week – 9:30am - 5:30pm)
Salary	£22,850.00 p.a.
Pension	The Philharmonia contributes 6% of salary to a qualifying pension scheme
Location	Based at our London Southwark Head Office, with frequent travel across the UK as needed. We operate flexible homeworking with minimum three office days per week.
Reports To	Director of Learning and Engagement



The Orchestra

Based in London at the Southbank Centre's Royal Festival Hall, the Philharmonia Orchestra combines excellence and innovation to achieve its mission to create the orchestral experience of the future, led by Principal Conductor, Santtu-Matias Rouvali, Principal Guest Conductor Marin Alsop, CEO Thorben Dittes, and Chair, Lord King of Lothbury.

It is an exciting time in the Philharmonia's history, in Santtu's third season as Principal Conductor. He is just the sixth person to hold that title since the Orchestra was founded in 1945. On his appointment, he said: "This is the

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start of a great adventure. The players of the Philharmonia can do anything: they are enormously talented and show an incredible hunger to create great performances... we will do great things together.”

The Philharmonia is one of the world’s leading symphony orchestras. Founded in 1945 at the advent of the recording era and defined by such major artistic leadership as Otto Klemperer , Herbert von Karajan, Ricardo Muti, Esa-Pekka Salonen and Christoph von Dohnányi. The Philharmonia is renowned for its unique sound, benchmark recordings of major repertoire and season-defining concert projects that unite the world’s great music and artists with inspirational insight and education activity.

In addition to the Royal Festival Hall, the Philharmonia is resident in Bedford, Leicester, Basingstoke and Canterbury in the UK. It also tours across the globe, performing in the world’s great concert halls – from Vienna to Tokyo, from New York to Sao Paolo. The Orchestra also has recorded many film soundtracks, and created groundbreaking digital experiences. Our pioneering use of technology enable more people to experience world-class music-making, and we’re committed to nurturing the next generation of orchestral musicians and composers.

Fundraising at the Philharmonia is supported organisation-wide – by the Board, players and colleagues. The Philharmonia is a registered charity. It relies on income from a wide range of sources to deliver its programme, and is proud to be generously supported by Arts Council England as a National Portfolio Organisation, with funding renewed for 2023-26.

The Department

Our Learning & Engagement programme is at the core of our work, and involves thousands of people in schools, colleges, our residency communities and our audiences in the joy of music-making. Through high quality, relevant, and compelling programmes, we aim to inspire the next generation of music makers, empower individuals to experience and make music where they are, and engage the broadest range of participants.

The role

The Philharmonia is looking for a pro-active and well-organised Learning and Engagement Assistant to provide administrative and logistical support to the members of the Learning and Engagement (L&E) team and across the organisation to ensure L&E activities run smoothly. They will provide the main departmental administrative support to each of the managers to enable delivery of the L&E programmes and projects.

Main roles and responsibilities

The assistant will also provide team administration when required, including but not limited to;

- Manage the Learning, Orchestra Unwrapped, and Emerging Artists inbox
- Follow departmental processes (where named) for projects, and provide updates when needed
- Update our scheduling system and CRM with all L&E content
- Manage the set up and minuting of departmental and community based meetings
- Assist with diary management for the Department.
- Manage travel and accommodation needs for the L&E team and workshop leaders when required
- Prepare player agreements and contracts for projects when required
- Prepare sheet music, instrument hire, and other resources for projects when required
- Attend off-site project related events, either with team or for smaller projects by oneself, (e.g. school concerts, workshops, teacher training sessions), when required

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- Along with other assistants, support the whole organization from time to time with general pan-organisational projects
- Undertake such other duties as may reasonably be required by the Orchestra

Person specification

Essential

- Some experience of an arts education setting or the wider charitable sector, with a clear interest in pursuing a career in this field.
- An awareness of the arts education sector or the wider charitable sector, including funders, government legislation and sector research.
- Expertise with standard office software and computer systems.
- Interest in music and the arts, particularly orchestral music
- Excellent administration skills
- Excellent verbal and written skills
- Excellent interpersonal and social skills
- Ability to work successfully as part of a team as well as to use own initiative
- Ability to prioritise a mixed workload and to work to tight deadlines
- A flexible approach, demonstrating excellent diplomacy skills
- Willingness to have a hands-on attitude during projects

Desirable

- Some previous experience of working with musicians and workshop leaders
- The ability to read music
- Some experience of working with a range of different communities and young people.

Please note that an enhanced DBS check is required for the role.

How to apply

Send a CV and Covering Letter to philharmoniahr@thehrhub.co.uk detailing your experience and evidence against the above roles and responsibilities and person specification.

Closing Date: Thursday 18 July 2024

Interview date: Monday 22 July 2024

If you would like to discuss the opportunity in more detail, please contact teddy.prout@philharmonia.co.uk to arrange a brief call.

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.

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We are a Disability Confident Employer. If you require any adjustments to apply for this position or attend an interview, email philharmoniahr@thehrhub.co.uk with 'Reasonable Adjustments – Learning and Engagement Assistant' in the subject line.