



**London
Sinfonietta**
making new music



**London Sinfonietta
Concerts & Production Manager
October 2023**

About London Sinfonietta

London Sinfonietta is at the forefront of contemporary arts in the UK and internationally. We are one of the world's finest contemporary music ensembles with a reputation built on cutting-edge programming and virtuosic performances. Founded in 1968, we have commissioned over 450 new works and premiered many hundreds more. We always seek to inspire more people with the sound of new music – across contemporary classical, jazz and experimental music – at venues including contemporary arts spaces, electronic music venues, international concert halls, and in community settings.

We are resident at London's Southbank Centre and Artistic Associate at Kings Place, and have an extensive catalogue of recordings. We develop new talent from school projects through to early career professionals, ensuring the next generation of contemporary music creators thrives. We break new ground in the digital sphere and have created [a suite of apps with the musician Steve Reich](#), and launched our own [digital channel](#).

We believe that contemporary arts and music are relevant to all people's lives, and commission and produce work that addresses issues affecting modern society, to connect with wider audiences and engage their imaginations. In 2021, we pioneered in the UK the first ever entirely bicycle-powered classical concert, working with theatre director Katie Mitchell in the staging of [Laura Bowler's Houses Slide](#) (2021). More recently, we staged [Alicia Jane Turner's one-person opera Tell me when you get home](#) with an all-female and non-binary creative team, which explored gendered experiences of walking home alone at night. We regularly collaborate with artists from other genres, and have also worked extensively with visual artists and animators.

Our participation and learning work has gone from strength to strength over the past 35 years, and we were the first orchestra in the UK to begin a programme of work in this area. We reach thousands of people a year via public participation opportunities at concerts and events, schools and community engagement (both live and online) including our [Sound Out concerts](#) and [Composition Challenge workshops](#) and concerts involving the public on stage with us.

Our talent development programmes provide world-class training to early career musicians through our annual [London Sinfonietta Academy](#) project, and composers are supported on our recurring [Writing the Future scheme](#) which, in the current round, has supported, produced and performed the work of four music creators including those from non-classical and diverse backgrounds.

We take positive action in relation to artist representation. In 2021-22, our new commissions came from 52% men and 48% women, with 24% representing Global Majority backgrounds, and our public participation work actively engages underrepresented groups to perform with us on-stage.

**“The world's top
new music ensemble”**
The Times



Concerts & Production at London Sinfonietta

The Concerts & Production Manager works with the Head of Concerts & Production and with the Chief Executive & Artistic Director to ensure a seamless and effective delivery of our world-class events programme. The role's primary responsibility is for planning and delivering all London Sinfonietta performance activity on time and on budget to a high standard, including season concerts, participation & learning projects, recordings and broadcasts, special projects and UK and international tours. The role also works closely with the Participation & Learning team on planning and event delivery for the London Sinfonietta's artist development programmes, and for the realisation of various projects which achieve both world-class artistic expression and the powerful purpose of community engagement.

The role will be managed by the Head of Concerts & Production and supported by a full-time Concerts Producer. You will also be responsible for management of the Freelance Orchestral Personnel Manager and Freelance Concerts Manager.

The role and who we are looking for

The Concerts & Production Manager is a pivotal role within the organisation, and we are looking for an experienced producer who is well-versed in the delivery of live music events and working with venues, promoters, freelancers and technical staff to ensure the highest artistic and production standards.

You'll be used to working independently, taking the initiative and be comfortable with decision-making as well as working as part of a small team. You will have a good working knowledge of the orchestra sector and how professional musicians operate; be able to contribute to the artistic planning process, liaise effectively with artists, composers and conductors, and communicate their requirements to the wider team. You will have proven negotiation skills and be adept at solving problems, flexible in your approach and comfortable in managing a highly varied and shifting workload.

An interest and enthusiasm for music and contemporary arts is essential, and the ability to read and interpret a musical score is required to understand the implications for production. You will be used to managing event budgets and ensuring that all our productions come in on schedule and on budget. Experience of tour management, and a working understanding of health & safety, performing fees and rights as applicable to musicians, would also be an advantage.

The role requires attendance at most London Sinfonietta performance activity and therefore naturally involves evening and weekend work as well as occasional national and international travel.



Main Duties

Project and artistic planning

- Work with the Head of Concerts & Production and Chief Executive & Artistic Director on the scoping and planning of LS artistic projects, including researching suitable repertoire and artists, undertaking discussions with composers, conductors, artists and publishers.
- Negotiate fees, rights and execute contracts and agreements with conductors, soloists, directors, producers, external promoters and hirers and broadcasting organisations such as BBC Radio 3, creating contracts and agreements as required.
- Work with LS colleagues on planning and delivering LS's artist talent development programmes, including the LS Academy (advanced performer training) and Writing the Future (composer development) schemes.

Budgetary and administrative

- Working with the Head of Concerts & Production, produce and manage activity budgets and forecasts for London Sinfonietta own promotion, touring and engagement activity
- Be responsible for ensuring LS events are delivered within budget, reconciling event expenditure with the Head of Finance on a regular basis.
- Ensure that musician payments are accurate and processed in an appropriate timeframe
- Ensure that monitoring databases are maintained and updated by the concerts team
- Report on concerts and production activity as required, including contributing to regular (quarterly) Board reporting

Production and tour planning

- Lead on the production and technical delivery of all artistic projects and events, managing and tasking the Concerts Producer and ensuring effective communication and delivery internally and externally
- Lead on the management of all UK and Overseas touring including all necessary logistics, including visas and travel / entry requirements
- Develop advance scheduling, working with artists, composers, partners and venues as necessary
- Work closely with the Head of Participation & Learning to ensure effective collaborative working of the Concerts and P&L teams
- Ensure risk assessments are produced, and ensure productions adhere to Health & Safety good practice including Noise at Work
- Be responsible for effective information flow for artistic information and production planning within the organisation, ensuring that relevant planning documents and ArtsVision software system are kept updated



Ensemble management

- Supervise the Orchestral Personnel Manager to ensure the highest quality ensemble is arranged for all activity
- Ensure that Ensemble Members are regularly informed about long-term plans for London Sinfonietta through the issuing of a regular Advance Schedule
- Be responsible for implementation of Health & Safety, Noise at Work and Covid-safe policy and practice within the Ensemble
- Implement relevant orchestral policy and good practice, keeping an updated knowledge of the wider sector position
- Advise the wider team on fee structures for Ensemble Members including the review of fees on an annual basis as required by MU/ABO agreement
- Manage auditions and trials where appropriate

General

- Line-manage, support and annually appraise the Concerts Producer
- Play an active role in decision-making as a member of the senior management team, contributing to the wider strategic and operational decisions of the organisation
- Undertake any other responsibilities that may reasonably be asked by the CEO & AD and General Manager
- Demonstrate a commitment to achieving London Sinfonietta's goals in equality, diversity and inclusion and environmental responsibility
- Follow legal requirements and best practice in all aspects of Health & Safety, Safeguarding, and Data Protection



Person Profile

Essential attributes and skills:

- Experience in music concert production or event management, ideally in a relevant arts organisation, festival or touring role
- Proven project management ability, with the able to plan and deliver complex projects to time and on budget
- Experience of managing and reconciling budgets related to artistic projects and events
- Experience of working with professional musicians, artists, venues, agents and promoters
- Experience of negotiating contracts and fees
- Knowledge of orchestral practice and the requirements of a touring ensemble
- Knowledge of health & safety, in particular, noise issues, and experience of creating risk assessments
- Ability to read a musical score and interpret into production requirements
- Proven strong negotiation, problem solving and influencing skills
- Ability to work with a wide range of partners, from artists to technical staff, in a positive and constructive way
- Ability to line manage team members in a supportive way
- Ability to think creatively and contribute ideas to the artistic planning process
- Confidence to make decisions as necessary, taking the initiative and working independently as well as part of a small team
- Ability to manage and prioritise a diverse and shifting workload

Desirable skills:

- Knowledge of contemporary music
- Experience of organising overseas orchestras touring projects
- Understanding of rights and performing fees arrangements - such as those covered within the Association of British Orchestra (ABO) and Musicians Union (MU) policies, as well as BBC, PACT and BPI agreements
- Experience of line managing staff
- Experience of audio / visual capture of performance events
- Experience of artist training and talent development schemes
- Knowledge of safeguarding and child protection issues



Working at London Sinfonietta

We are a small, friendly and enthusiastic team based in Kings Place, King's Cross. We are a hands-on organisation, with all staff able to input into the strategic direction of a world-renowned contemporary arts organisation. We have a commitment to professional development with regular training opportunities available. Staff mix regular home-working with being in the office and at events; our performances offer a regular social aspect, with staff able to access complimentary concert tickets for London Sinfonietta concerts as well as receive discounts at Southbank Centre's on-site cafes and shops.

We offer 25 days holiday per year (rising by 1 day per year after 5 year's service to a maximum of 30 days) plus bank holidays, along with an enhanced maternity and paternity leave provision.

Equality and Diversity

London Sinfonietta is committed to becoming a more diverse and inclusive organisation. We encourage applications from those who are currently under-represented in our workforce and also more widely in the classical music industry, including D/deaf or disabled, and applicants who experience barriers due to ethnicity, gender identity and/or socio-economic background.

To ensure that our equal opportunities process is effective and to monitor the range of people who are applying to work with us, please complete an Equality and Diversity monitoring form with your application. Please access the form by clicking the following link or copying and pasting the address into your web browser:

<https://forms.office.com/r/BJtU7MUFPc>

All responses submitted are anonymous and will not be used by the interview panel for the purposes of selection.

Data Protection

London Sinfonietta is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Please visit <https://londonsinfonietta.org.uk/privacy-and-cookie-policy> which sets out, in line with GDPR, the types of data that we collect and hold on you and how the data is processed.



Terms and Conditions

Line Manager	Head of Concerts & Production
Contract	Permanent
Role	<p>The London Sinfonietta is a small organisation which always needs to work flexibly and is able to provide all employees with a broad set of experiences that significantly enhance their future career prospects. It is expected that all roles in this small team will evolve over time, creating opportunities to take on new responsibilities, gain varied experience and develop new skills. Any significant changes to the job description would only be implemented in conversation with the post-holder and be supported by training as required.</p>
Working hours	<p>Full time position (35 hrs per week). Normal office working hours are 10am to 6pm, (or 9.30-5.30pm or 9am-5pm depending on requirements and by negotiation)</p> <p>In practice, the demands of the job will require working outside these hours, including working at London Sinfonietta events at evenings and weekends as necessary. A time off in lieu policy applies for event working at weekends or bank holidays.</p>
Office address	<p>Kings Place, 90 York Way, London N1 9AG.</p> <p>Hybrid office working, at least 2-3 days in the office per week, which may vary according to meetings and events. London Sinfonietta will provide a laptop or other home working equipment as required. London Sinfonietta may seek to alter the hybrid working arrangements should circumstances change (for example, if the team meetings pattern changes or the organisation moves to a different office base). Such alterations will be sought by mutual agreement with the employee.</p>
Salary	c. £30,000 per annum
Pension	<p>We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). LS contribute an amount equal to 3% of salary, with the Employee making a contribution of 5% of salary</p>
Annual leave	25 days (plus bank holidays)
Start date	January/February 2024
Notice Period	<p>Under 1 month's service – 1 week</p> <p>1 month to successful completion of probationary period – 1 month</p> <p>On successful completion of your probationary period – 8 weeks</p>



How to apply

To apply for the position of Concerts & Production Manager at London Sinfonietta, please send a cover letter including supporting statement outlining why you want to work for the London Sinfonietta and how you meet the person specification, and your CV to recruitment@londonsinfonietta.org.uk.

Please also complete the anonymous monitoring form as detailed above. We will guarantee first round interviews to candidates who identify as D/deaf or Disabled (who are currently under-represented in our organisation and in the contemporary arts sector), and have relevant experience in a live music events production role. If you regard yourself as someone who meets these criteria, please indicate this in your supporting statement.

Closing date for applications: 12 noon, Tuesday 28 November 2023

Interviews: First round interviews will take place on 7 and 8 December 2023
Second round interviews will take place w/c 11 December 2023

If you would like an informal chat before applying, please email natalie.marchant@londonsinfonietta.org.uk

For any other queries about this role, or if you require this information in a different format, please contact Frances Bryant on frances.bryant@londonsinfonietta.org.uk

