



**London
Sinfonietta**
making new music

Head of Concerts & Production

Maternity Cover, Part-time, fixed term 12 month contract

April 2025

About London Sinfonietta

The 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, perform around the UK and internationally, 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 participatory app with the musician Steve Reich which is still being used world-wide 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](#). 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 choreographers, visual artists and animators.

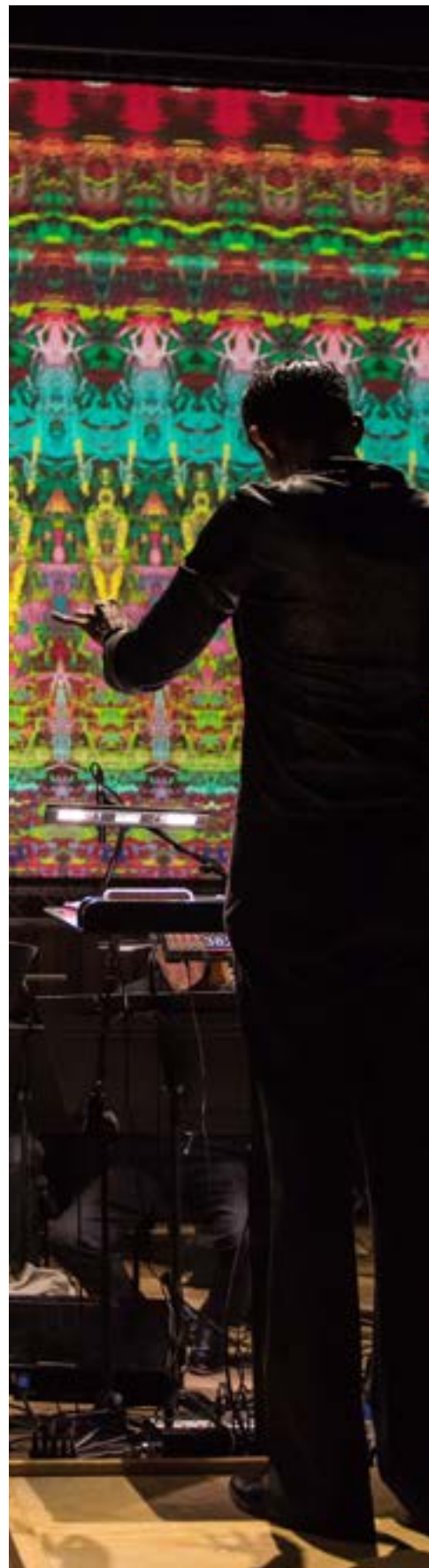
Following the Covid Pandemic, we are now working hard to rebuild our national and international touring programme. With more UK performance dates in our diary, we will also be touring to Poland, Norway, Ireland and Holland in the 25/26 season.

Our participation and learning work has gone from strength to strength over the past 35 years, after we were the first orchestra in the UK to establish a music education programme in the early 1980s. 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 side-by-side projects and composers are supported on our recurring [Writing the Future scheme](#) which, in the current round, is supporting, producing and performing the work of four music creators including those from non-classical and diverse backgrounds.

We take positive action in relation to artist representation. In 2024 we met our targets of reaching a 50:50 balance between pieces commissioned from men and women. We also reached our target of commissioning 30% of works from those representing Global Majority backgrounds.

The London Sinfonietta is a member of the Arts Council England's National Portfolio of Organisations and has confirmed funding from them until at least the end of March 2028, when (along with other NPO organisations) we will reapply.

We are now starting to work towards our 60th Anniversary of the organisation which lands in January 2028.



The role and who we are looking for

The Head of Concerts & Productions is a central role, working closely with the Chief Executive & Artistic Director to ensure the creation and delivery of a high-quality events programme. This role is also required to work very closely with the Head of Participation & Learning, taking joint responsibility for an increasing number of projects which achieve both world-class artistic expression and the powerful purpose of public engagement.

As a member of the Management Team the post-holder will have leadership skills and an enthusiasm for developing and delivering new work.

The role is central to our performance programme and we are looking for someone who is adept at solving problems, flexible in their approach and confident to manage a highly varied workload. You will also have experience of dealing with multiple partners, artists, suppliers, venues, and freelance team members, creating an environment in which everyone thrives and is able to be at their best.

You will have a strong interest and enthusiasm for new music and extensive experience in the music sector with specific responsibilities for concert production, event delivery and orchestral/ensemble management. Experience of contemporary classical music and the wider arts industry would be an advantage including productions with audio and visual capture of live events.

As much of your work will involve performances of new music, the ability to read and interpret musical scores and a fluency of musical understanding and terminology would also be an advantage.

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

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



Job Description

Head of Concerts & Production

- Responsible for budgeting, logistics and production planning for all London Sinfonietta performance and event activity, ensuring effective, safe and timely delivery of all projects
- Supports the CEO & AD on the overall management of the Ensemble Principals and other musicians with particular responsibility for advance schedule communications, fees and payments, recruitment, auditions and areas of ensemble policy
- Together with the Head of Participation & Learning and CEO & AD, is responsible for planning and delivering our programme of artist talent development (artist training) programmes, focussing in particular on 18+ opportunities (Side-by-side performance projects and the Writing the Future composers scheme)

The Head of Concerts & Production is line-managed by the Chief Executive & Artistic Director. The Head of Concerts & Production works with the full time Concerts & Tours Producer role and any Placement position working with London Sinfonietta and is responsible for the engagement and management of the Orchestral Personnel Manager and Freelance Concerts Managers used project by project.

Key Responsibilities

Artistic and strategic

- Work with the CEO & AD on the production of artistic seasons and individual projects, developing links and undertaking discussions with composers, conductors, artists, publishers, festival directors and other new music specialists as needed for each project
- Work with the CEO & AD to negotiate fees, rights, contracts and arrangements with conductors, soloists, directors, producers, external promoters and hirers and broadcasting organisations such as BBC Radio 3, creating contracts and agreements as required

Budgetary

- Work with the CEO & AD and the Concerts & Tours Producer to manage activity budgets and forecasts for all London Sinfonietta activity happening in the season.
- Be responsible for ensuring LS events are delivered within budget, reconciling event expenditure with the Head of Finance on a regular basis



Production planning

- Supervise the Concerts & Tours Producer (and Intern / Placement position, where applicable) to ensure that detailed logistics are planned and delivered for London Sinfonietta activity within budgetary and Health & Safety considerations and that event planning is effectively communicated both internally and externally
- Supervise the Orchestral Personnel Manager (freelance) to ensure the highest quality ensemble is arranged for all activity
- Work closely with the Head of Participation & Learning to ensure the effective and collaborative working of the Concerts and P&L teams
- Share responsibility (with Concert & Tours Producer) to represent the London Sinfonietta in venue and partner production meetings, including attendance at Southbank Centre Resident Orchestra Meetings
- Be responsible for effective information flow for production planning using the ArtsVision software.

Ensemble management

- Be responsible for implementation of Health & Safety, Noise at Work and Covid-safe policy and practice within the Ensemble.
- Research and implement relevant orchestral policy and good practice, gathering an in-depth knowledge of the wider sector position, including advising the CEO & AD on fee structures and terms and conditions for freelance ensemble players

Administrative

- Be responsible for ensuring that musician payments are accurate and processed in an appropriate time-frame
- Be responsible for ensuring that monitoring databases are maintained and updated with concerts and recordings information

General

- To line-manage the Concerts & Tours Producer and any Professional Placement/Intern positions
- To undertake any other responsibilities that may reasonably be asked by the CEO & AD



Person Profile

Relevant Experience - Essential

- Extensive experience in music concert administration/production, or in a relevant music event/festival production/producer role
- Proven event producing ability, with the ability to plan and deliver complex and multi-faceted projects to time and on budget
- Experience of organising overseas music touring projects
- Experience of creating, monitoring and reconciling budgets related to artistic projects and events
- Experience of working with professional musicians, composers and conductors
- Experience of working with partners such as venues, external promoters, broadcasters and recording companies, in the UK and overseas
- Experience of negotiating contracts and fees
- Experience managing staff

Relevant Knowledge and skills - Essential

- Demonstrable knowledge of orchestra management practice and the classical music industry including festivals, agents, artists and broadcasters
- Ability to contribute to the artistic discussion of music events, with a good working knowledge of repertoire, composers, and latest trends in contemporary music
- The ability to read and understand musical scores and draw out the key information and implications necessary for planning a performance
- Good working knowledge 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
- Knowledge of Visas, Certificates of Sponsorship and requirements of touring ensembles
- Knowledge of Health & Safety as applicable to performing arts (with particular reference to Noise risk)
- Good IT skills (Microsoft Office) including arts planning software (such as ArtsVision, OPAS or Artifax)

Key Attributes- Essential

- Proven strong negotiation, problem solving and influencing skills
- The ability to work successfully with a wide range of partners, from conductors and high-profile stakeholders to technical staff, in a positive and constructive way
- Ability to think creatively and contribute ideas about artistic projects to the planning process
- A high level of organised thinking and use of systems
- The ability and confidence to make decisions as necessary
- A self-motivated worker who is capable of taking initiative and working independently and as part of a small team
- Ability to manage and prioritise a diverse and shifting workload

Desirable Criteria

- Experience working with artists from other genres and art forms
- Experience of planning and delivering artist training and talent development schemes
- Experience of delivery of audio/visual capture of performance events
- Knowledge of safeguarding and child protection issues
- Knowledge of GDPR issues as applicable to this area of work



Working at London Sinfonietta

We are a small, friendly and enthusiastic team based at Theatro Technis, in Camden (near Mornington Crescent and Kings Cross St Pancras stations). 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 LS concerts as well as receive discounts at Southbank Centre's on-site cafés and shops. We offer 25 days holiday per year (rising by 1 day per year after 5 years' service to a maximum of 30 days) plus bank holidays, along with an enhanced maternity and paternity leave provision.

Equity 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. Should you require any reasonable adjustments throughout the application process, please let us know.

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/e/M6UnUJAqwb> 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.

**“If I was the British Government, I’d declare
the London Sinfonietta a national treasure...”**
Steve Reich



Terms and Conditions

Fixed term 12-month contract to cover maternity leave.

Line Manager: Chief Executive & Artistic Director

Responsible for: Concert & Tours Producer, Placement/Intern position (to be confirmed)

Working hours: Part-time, three days per week (21 hours per week). Normal office hours are 10am to 6pm (or 9.30 - 5.30pm or 9am-5pm depending on requirements and by negotiation). In practice, the demands of the job will require working outside these hours, including working at events during evenings and weekends as necessary. A time off in lieu policy applies for event working at weekends or bank holidays.

Office Address: Teatro Technis, 26 Crowndale Road, London, NW1 1TT
Hybrid office working, at least 1 day 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 employees.

Salary: c. £34,000 - £36,000 per annum pro-rata, according to experience

Pension: All employees are auto-enrolled into a contributory pension scheme (subject to eligibility and the conditions of the scheme). LS contribute an amount equal to 3% of salary, with the employee contributing 5% of salary

Annual Leave: 25 days for a full-time role (plus statutory bank holidays), pro-rata for part time employees.

Start date: May/June 2025

Additional information: Owing to the nature of the work, this position is subject to the completion of an enhanced Disclosure and Barring Service (DBS) check



How to apply

To apply for the position of Head of Concerts & Production 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 by **12 noon, Wednesday 7 May**.

In addition, we would be grateful if you could complete the [Equality and Diversity Monitoring Form](#) with your application. Please note that the responses submitted are anonymous and for monitoring effectiveness of our recruitment processes only and will not be used by the interview panel for the purposes of selection.

Closing date for applications: 12 noon, Wednesday 7 May

First round interviews will take place week commencing **12 May**.

If you would like an informal chat before applying, or for any queries about this role, please email

andrew.burke@londonsinfonietta.org.uk

