

Development Student Placement Role description as at January 2019

The LSO welcomes applicants from all backgrounds, in accordance with our Equal Opportunities Policy.

The London Symphony Orchestra

As the resident orchestra of the Barbican Centre, the LSO presents some 70 concerts there each year, performing the highest quality music from the core symphonic repertoire, as well as music by living or lesser known composers. Other concert engagements in the UK provide additional opportunities for the Orchestra to be heard nationally whilst the Orchestra's major international touring programme brings the LSO to a global audience, particularly through annual residencies in New York and Paris and regular visits to Japan, China, the USA and Europe.

The LSO's activities also include an inspirational and pioneering education and community programme, LSO Discovery, and an award winning record label, LSO Live which enables the Orchestra's music to be heard by a global audience through digital recordings. LSO St Luke's, the UBS and LSO music education centre, adds a unique dimension to the work of the Orchestra, being the home of LSO Discovery, LSO rehearsals, and a substantial public concert programme, with many performances broadcast by the BBC.

Development

The London Symphony Orchestra currently raises over £3 million a year from the private sector, with ambitions to substantially increase income over the next three years. The objective of the Development Department is to generate this income for the Orchestra from corporate sponsorship, individual donations and membership schemes, trusts and foundations and the statutory sector across all aspects of the LSO's activities both in the UK and internationally.

Development Student Placement

The London Symphony Orchestra has an opportunity for a full-time student seeking to gain experience in the world of arts administration, and fundraising in particular, who is interested in working with the LSO for the 2019/20 academic year as part of an academic course or degree. In return for their commitment, the candidate is offered in-depth training and a rich experience in a busy and exciting environment with a world-class performing organisation.

Embedded within the LSO's busy Development department, the placement will have a focus on Corporate Fundraising and Individual Giving, as well as regular touch points with Events and Trust & Foundations fundraising.

Key aspects of the role:Project assistance and support including:

- Learn and assist with the delivery of corporate scheme benefits, event invitations and responses, production of guest lists, and general preparation for special events and supporter tours
- Learn and assist with correspondence and mailings across all teams
- Learn and maintain accurate donor and corporate details using Raiser's Edge database
- Undertake research, including benchmarking against other organisations and building profiles of corporate prospects and prospective funders
- Assist and produce regular business and philanthropic digests for use by the team

Other experience:

- Undertaking occasional concert donor hosting duty at the Barbican
- Assisting with other department activities and fundraising events
- On a weekly rota, perform front-of-house duties as the first point of contact for visitors to the LSO office and telephone calls to reception.

What you will gain from the placement:

- A superb opportunity to learn about fundraising systems, strategies and practices
- Working as part of a team in a professional environment
- Direct experience engaging with a cross-section of donors, sponsors, fundraisers and wider arts administration teams
- Working with professional artists, particularly orchestral musicians
- Knowledge of planning and management software including fundraising databases for the performing arts
- Continued feedback on your progress and opportunities to reflect on learning and future interests
- Mock interview and CV workshops are provided towards the end of the placement
- Access to free LSO concerts and opportunities to attend LSO rehearsals

Person Specification**Essential skills & experience:**

- A strong interest in fundraising and relationship management
- Excellent organisational and administrative skills with meticulous attention to detail
- Strong communication skills with ability to convey ideas and information to a range of target groups and present a case articulately and concisely both orally and in writing
- Ability to plan effectively, setting up and maintaining systems to make best use of time and resources
- Highly motivated to work effectively both under own initiative and within a team
- Flexible attitude to work – prepared to help out with other department tasks where necessary
- Proficiency in use of Microsoft Office
- Excellent level of numeracy

Desirable skills & experience:

- Some previous work experience gained in the arts, media or broadcasting sectors
 - An enthusiasm for classical music
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Terms and conditions

- This role is only open to those who are required to complete a placement as part of an academic course or degree during 2019/20
- This is a full-time placement during the 2019/20 academic year, starting date and duration of placement to be mutually agreed
- Tax-free training allowance will be provided: £17,500 per annum pro-rata, payable in equal amounts over the duration of the placement
- Normal working hours: 9.30am–6pm Monday to Friday plus evening and weekend work as required, for which limited TOIL is offered though no additional remuneration
- Annual holiday entitlement is 25 days (pro-rata) plus bank holidays
- Subsidised catering facilities provided by the Barbican Centre

The LSO offices are based at the Barbican Centre, London.

How to apply

If you would like to apply for a placement please complete the application form at https://www.formstack.com/forms/LSO-job_application.

The closing date for applications is **Friday 22 February 2019 at 5pm**. Interviews will be held in the week commencing Monday 25 February 2019.

If you have any questions about this role, please contact Kyle Buchanan, Corporate Partnerships Manager, on kyle.buchanan@lso.co.uk.