

Player Fees Coordinator

The London Symphony Orchestra

The LSO was established in 1904, as one of the first orchestras shaped by its musicians. Since then, generations of remarkable talents have built the LSO's reputation for uncompromising quality. Today, the LSO is ranked among the world's top orchestras, with a family of artists that includes Music Director Sir Simon Rattle, Principal Guest Conductors Gianandrea Noseda and François-Xavier Roth, Conductor Laureate Michael Tilson Thomas, and Associate Artists Barbara Hannigan and André J Thomas. In 2024, Sir Antonio Pappano will take up the position of Chief Conductor.

The LSO is Resident Orchestra at the Barbican in the City of London. The Orchestra reaches international audiences through touring and artistic residencies – including with the Aix-en-Provence Festival and Music Academy in Santa Barbara – and through digital partnerships and an extensive programme of live-streamed and on-demand online broadcasts.

Through a world-leading learning and community programme, LSO Discovery, the LSO connects people from all walks of life to the power of great music. Based at LSO St Luke's, the Orchestra's community and music education centre and a leading performance venue on Old Street, LSO Discovery's reach extends across East London, the UK and the world through both in-person and digital activity.

In 1999, the LSO formed its own recording label, LSO Live, and revolutionised how live orchestral music is recorded, with over 150 recordings released so far. Overall, the LSO has made more recordings than any other orchestra. As a leading orchestra for film, the LSO has entertained millions with classic scores for *Star Wars*, *Indiana Jones*, *The Shape of Water*, and many more. The LSO also uses streaming services to reach a worldwide audience totalling millions of music-lovers who listen online every month.

Role Overview

An important part of the Finance Team's work is the payment of fees to the freelance musicians including those who play in the Orchestra, work with LSO Discovery or perform at other concerts and events. The Player Fees Coordinator will be the musicians' key point of contact for financial and related matters and will have primary responsibility for processing the player fees for all aspects of the LSO's work working alongside the Finance & Resources Manager to ensure that all payments are calculated accurately and paid promptly.

Because the LSO's musicians are self-employed, payments are processed using a bespoke fees system according to tight deadlines on both a fortnightly and monthly basis. The fee structure is complex and whilst much of the fees processing is automated, an important part of the role is checking the system inputs and outputs to ensure that players' fees are correct before being paid. Follow up work includes distribution of self-billing invoices and recording transactions on the accounting system (Access Dimensions).

This role also involves responding to ad hoc queries from players and providing administrative support in a number of related areas, such as LSO Member administration, instrument insurance and loans to players for instrument purchases.

This is a unique role requiring an understanding of the workings of an orchestra, and the ability to understand and apply complex rules for fee calculations. The successful candidate will be used to working methodically and to a high degree of accuracy, and able to consistently meet key deadlines. This is not a pure finance role, and previous accounting knowledge is not essential, although the ability and willingness to learn basic accounting principles is required. Full training will be given, but the ability to pick up policies and processes quickly will be important.

This role offers responsibility and ownership over an essential part of the LSO's finance systems, with close interaction with colleagues from the Concerts and Discovery departments as well as with the LSO's musicians.

Key Duties

Player Fees

- Be responsible for the fortnightly processing and payment of the LSO's main Player Fees and ensure all information has been submitted and authorised by the Personnel Managers on a timely basis.
- Be responsible for the monthly processing and payment of Player Fees for LSO Discovery and ensure all information has been submitted and authorised by the relevant Project Managers on a timely basis.
- Be responsible for the annual processing and payment of player and artist profit distribution including closely liaising with the LSO's record label, LSO Live.
- Upload all Player Fees data and make monthly entries into the accounting system on a timely basis.
- Reconcile the Player Fees control accounts and other related balance sheet accounts on a monthly basis.
- Ensure UK Withholding Tax is deducted from non-UK players and foreign withholding tax is calculated & deducted for overseas touring including Spanish, French and German taxation.
- Ensure holiday pay is calculated and paid as per the agreed schedule.
- Monitor and process adjustments required to payments to players on the fixed pay scheme.
- Distribute players' digital self-billing invoices, end of year tax forms (46R) annually and ad hoc tax reports (e.g. for overseas taxes).
- Plan and agree the timing of future fees periods and payment schedules on a rolling basis and communicate dates to LSO Members and relevant departments.
- Ensure that standing data within the Player Fees System, particularly fee rates, is accurate and up-to-date at all times.
- Maintain and update the Player Fees procedures manual.
- Produce fee and player attendance analysis on a regular basis, and other related reports.
- Complete and submit the annual HMRC performer statutory return.

LSO Member Administration

- Draft appointment letters for new Members and liaise with the LSO Chair or Vice Chairs on amendments, etc.
- Prepare other correspondence with Members as required.
- Maintain current and past LSO Member files, ensuring these are accurate and up-to-date at all times.
- Work closely with the LSO Chair on communication to LSO Members and staff regarding player appointments, retirements, etc.
- Maintain the register of Members and administer the issue/transfer of shares for joiners and leavers.
- Act as the first point of contact for claims or enquiries from Members relating to instrument insurance, and process claims in liaison with the insurance brokers.
- Act as the first point of contact for claims or enquiries from Members relating to the medical insurance and income protection schemes.
- Act as the first point of contact for players in relation to all financial and administration matters in relation to players.

Instruments

- Ensure the list of instruments insured by the LSO/LSO Endowment Trust is up to date and insurers are kept informed of any changes in details or valuation.

- Liaise closely with LSO Stage Managers and staff to organise and update valuations for LSO-owned and player-owned instruments.
- Manage and process requests from LSO Members for instrument purchase loans, prepare the relevant paperwork and update and monitor the individual repayment schedules.
- Issue updated instrument purchase loan schedules to LSO Members on an annual basis.
- Reconcile the instrument purchase loan balance sheet accounts on a monthly basis.

Other

- Assist with staff and players' queries regarding British Citizenship and EU settlement.
 - Update the LSO's database for changes in address or contact details for players.
 - Assist the Finance & Resources Manager with other administrative work as required.
 - Any other duties that may be reasonably be requested.
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Experience and Skills Required

Essential

- An understanding of the workings of an orchestra and an interest in classical music
- Numerate and the ability to consistently work to a high level of accuracy in a calm, professional manner.
- Highly organised and able to consistently meet deadlines
- Confident and able to work effectively with a wide range of people
- Previous experience of using Microsoft office including Excel

Desirable

- Experience of understanding and applying complex rules/principles
 - Experience of working with self-employed artists
 - Relevant accounting qualification(s).
 - Previous experience of working in a similar arts organisation
 - Some practical or theoretical accounting knowledge or experience of using an accounting software package
 - Intermediate to advanced Microsoft excel skills including experience using v-lookup, pivot tables and 'if' functions
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Terms and Conditions

- Salary: £25,000-£30,000 per annum, according to experience
- Normal working hours: 9.30-18:00, Monday-Friday, (37.5 hours per week), with additional hours as required (overtime is not paid, but a time in lieu policy is in place)
- Location: Based at the LSO's offices at the Barbican Centre, Silk Street, London EC2Y 8DS, with the option of working remotely for a maximum of two days per week.
- Notice Period: two months

- Probationary Period: six months
- 25 days annual leave plus bank holidays
- Interest-free loan for a season travel ticket
- Subsidised catering facilities provided by the Barbican Centre
- Membership of company pension scheme as follows:
 - In line with auto-enrolment regulations during first year of service.
 - 5% employer contributions and 2% employee contributions after 1 year's employment
- Cycle to work scheme
- Employee Assistance Programme

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

As an equal opportunities employer, the LSO is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the LSO.

How to Apply

If you would like to apply for this role, please complete the application form and equal opportunities form online by following the link provided at iso.co.uk/orchestra/jobs. If you have any questions about this role, please contact Alix.Harper@iso.co.uk.

The closing date for applications is Wednesday 17th August at 10am.