

LSO Discovery Student Placement Role description as at March 2018

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.

LSO Discovery

As a world leading orchestral education programme embracing a range of areas and ideas, LSO Discovery seeks to apply innovation, imagination and creativity to its work with people across communities and at all levels of engagement in London and across the globe. Each year 60,000 people participate in LSO Discovery projects with many more taking part through distance learning.

LSO Discovery Student Placement

The London Symphony Orchestra is looking for a full-time student seeking to gain experience in the world of arts administration who is interested in working with the LSO for the 2018/19 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.

The placement student will work across all areas of the department with a particular focus on LSO On Track (projects in east London with instrument learners, schools and young people with learning disabilities) and First Access projects.

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

- Creating event programmes using InDesign
- Assisting at weekly Discovery Choir rehearsals
- Booking musicians for projects
- Sourcing and printing music
- Corresponding with participants: individuals; schools; other organisations
- Logging participant details
- Practical event support: setting up rehearsal spaces, welcoming participants, managing performers

General office administration:

- Arranging internal meetings and recording minutes of these meetings
- Managing the Aged Debtors report
- Creating rehearsal passes for Discovery participants and external contacts
- 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 the delivery of music education programmes
- Working as part of a team in a professional environment
- Direct experience engaging with a cross-section of the general public, including children, young people, adults with learning disabilities and older adults
- Working with professional artists, particularly orchestral musicians
- Knowledge of artistic planning and management software for the performing arts (ArtsVision)
- 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 music education
- 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
 - Knowledge of Microsoft Access & InDesign
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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 2018-19.
- This is a full-time placement for the duration of the 2018/19 academic year starting in September 2018.
- Tax-free training allowance: £16,900 per annum pro-rata (£15,492 for 11 months), 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.

A Disclosure will be requested from the Disclosure and Barring Service for whoever is offered this post. The LSO policy covering this process, and the handling and storage of Disclosure information is available on request.

The LSO offices are based at the Barbican Centre and a number of LSO Discovery projects also take place at LSO St Luke's on Old Street.

How to apply

If you would like to apply for a placement please complete the attached application form and send it to celia.wynnewillson@lso.co.uk.

The closing date for applications is **Wednesday 11 April 2018 at 6pm**. Interviews will be held in the week commencing Monday 16 April 2018.

Successful candidates will ideally begin their placements in September 2018.