



**London Symphony Orchestra
Student Placements 2016/17
Role descriptions as at March 2016**

The London Symphony Orchestra is looking for students seeking to gain experience in the world of arts administration who are interested in working with the LSO for 6 to 12 months as part of an academic course or degree. In return for their commitment, candidates are offered in-depth training and a rich experience in a busy and exciting environment with a world-class performing organisation.

Roles are available across LSO Live, Development, Marketing and LSO Discovery – detailed information about each department can be found below and applicants are asked to express an interest in up to two of the departments. Preferences will be taken into consideration but cannot be guaranteed, and some placements may be split across two departments.

Marketing and Communications

The LSO reaches over 100,000 people in London each year through performances at the Barbican, education and community programmes at LSO St Luke's and our annual open air concert in Trafalgar Square. The job of the marketing and communications team is to bring these people in, to expand the range of our audience and to communicate the LSO story to the world.

Key aspects of the role:

- Assist on all aspects of our concert marketing campaigns, using digital and offline tools to maximise ticket sales
- Conduct research on our artists, our concerts and our history to share with the rest of the team
- Write about music for the LSO blog, newsletters and print materials
- Learn basic design skills on Adobe Creative Suite to assist in the creation of in-house publications
- Research new audience areas and help to engage and develop these communities
- Collaborate with other departments to promote their products and events, e.g. LSO Discovery

LSO Live

LSO Live, the Orchestra's award-winning in-house record label, produces up to ten new releases per year and co-produces recordings and films with other organisations. LSO Live also manages the commercial operations of the Mariinsky Theatre and King's College, Cambridge labels.

Key aspects of the role:

- Processing, picking and packing orders for consumers and international distributors
- Preparing and sending promo copies
- Updating artist concert schedules for distribution partners
- Review archiving and market research
- Updating and managing the archive of digital assets
- Preparing digital titles for release, and assisting with marketing materials for new releases
- Managing storage of label inventory
- Assisting the LSO Live team with other tasks as required
- Occasional attendance at meetings with the Production and Marketing Coordinator

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.

The placement will have a focus on Corporate fundraising and Individual Giving, as well as regular touch points with Major Events, and an introduction to Trust & Foundations fundraising.

Key aspects of the role:

- 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 duties:

- Undertaking occasional concert donor hosting duty at the Barbican
- Assisting with other department activities and fundraising events

LSO Discovery

As a world-leading orchestral education and community 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.

The placement student will work across all areas of the department with a particular focus on LSO On Track 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

Person Specification

Essential skills & experience:

- 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
- A strong commitment to, and knowledge of, music education
- Knowledge of Microsoft Access & InDesign

Terms and conditions

- These roles are only open to those who are required to complete a placement as part of an academic course or degree during 2016–17.
- These are voluntary roles, with paid travel and lunch expenses. The LSO will pay for all travel costs for your normal travel to and from work, subject to a maximum reimbursement of £225 per month and subject to you providing travel receipts. In addition, the Orchestra will pay you £5 per day as a contribution towards your lunch expenses, which will be paid monthly in arrears.
- Normal working hours: 9.30am–6pm Monday to Friday plus evening and weekend work as required.
- 25 days annual leave plus bank holidays.
- Subsidised catering facilities provided by the Barbican Centre.
- Reduced rate gym membership.

A Disclosure will be requested from the Disclosure and Barring Service for posts within LSO Discovery. 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 chris.edis@iso.co.uk.

The closing date for applications is Wednesday 29th March 2017 at 12 noon. Interviews will be held in the week commencing Monday 10 April 2017.

Successful candidates will ideally begin their placements in September 2016.

If you have any questions about the roles please contact Chris Edis, Discovery Departmental Assistant, on chris.edis@iso.co.uk or 020 7382 2549. Please note Chris works on Mondays and Wednesdays.