



LSO St Luke's
UBS and LSO Music Education Centre
161 Old Street
London EC1V 9NG

lso.co.uk/lso.stlukes

**London Symphony Orchestra
LSO St Luke's Stage Coordinator
Recruitment Information – January 2019**

Reporting to: Assistant Technical Manager

Role Overview

The LSO St Luke's Stage Coordinator is part of the small team responsible for the staging and technical operations at the London Symphony Orchestra's flourishing music education centre, performance space and events venue. They will work with the team to deliver a range of events including education projects, concerts, performances, conferences, hospitality and banqueting as well as filming and broadcasting. The post involves orchestral staging, and requires some knowledge of event and/or theatre lighting, sound and projection.

The Stage Co-ordinator is part of the team managing the day-to-day staging, furniture and equipment set-up and operation in the Jerwood Hall and all other spaces at LSO St Luke's. They assist in the planning of resources for events and supervise teams of casual stage and technical crew. The Stage Co-ordinator acts as Stage Manager for events, a role requiring frequent interaction with and diplomatic management of clients, high-profile artists, participants, visitors and contractors. The Stage Co-ordinator is one of the team who act as Duty Fire Officer on events, working with the Duty Manager to ensure the safety of all occupants of the building. The Stage Co-ordinator will be a self-motivated and proactive person, able to work on their own initiative, take on responsibility and to fit into a small team working to a consistently high standard.

KEY DUTIES

Stage, Technical & Events

- To Stage Manage events, planning and undertaking stage moves as required, supervising load ins/outs, liaising with clients, artists, contractors and colleagues.
- To liaise with the Assistant Technical Manager and Event Managers to obtain event requirements and to ensure that the spaces are set accurately for the day's events.
- To occasionally set-up and operate Lighting, Sound and Video during events.
- To be responsible for piano tuning administration; using the events diary and working with the Event Managers to establish requirements, booking, and monitoring for changes.
- To be responsible for creating stage plans for events at LSO St. Luke's.
- To supervise and work with teams of freelance and casual staff when preparing the building for events and during events.
- To set up, operate and maintain stage and technical equipment. To undertake routine and remedial maintenance.
- To undertake relevant administrative duties as required.
- To keep stage, technical and storage areas of the building clean, tidy and organised.
- To regularly update the Staging Equipment list; keeping track of all equipment available, its location and status.



Venue Maintenance

- To assist when required with maintaining the fabric of the Grade 1 listed building.
- To carry out general housekeeping duties, including waste disposal and ad-hoc cleaning.
- To be a key-holder for the building, and to assist with managing the security of the premises and to act as an out-of-hours key-holder for call-out in emergencies.

Health and Safety

- To Act as Duty Fire Officer or Duty Manager when required as part of the Centre's emergency procedures and assist with the day-to-day operational staffing of the Centre.
- To be responsible for your personal health and safety, and for that of other persons that may be affected within your working environment, in accordance with LSO St Luke's health and safety procedures and other operational codes of practice.
- Act as a qualified first-aider for the venue.

Other

- Work flexibly as part of a small team and undertake other tasks pertinent to the post as may be reasonably requested by the Centre management.

EXPERIENCE AND SKILLS REQUIRED

Essential

- A minimum of one year's full-time employment in a relevant venue environment and a relevant training qualification, or two year's full-time employment in a relevant venue environment.
- Knowledge of the performance industry and relevant working practices.
- Well-presented with excellent interpersonal and communication skills: confident at handling people.
- Excellent organisational and time-management skills with meticulous attention to detail and consistent high standards.
- A composed, positive personality, able to work well with colleagues and handle working in a busy, demanding environment.
- A good problem solver, keen to acquire new skills, take the initiative and take on responsibilities and ownership of the role.
- Willingness to undertake routine tasks along with the engaging ones.
- Experience of Microsoft Office.

Desirable

- Knowledge of orchestral stage set ups.
- Experience of supervising others.



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TERMS AND CONDITIONS

- Salary £22,083 per annum.
- Hours of work will be determined by the schedule of activity for LSO St Luke's and this will include evening and weekend work. General hours are based on a 37.5 hour week (excluding meal breaks) spread over five out of seven days or ten out of fourteen days. There will be occasions when additional reasonable hours are expected as dictated by workload for which overtime will not be paid. Where possible, staff rotas will be agreed 2 weeks in advance.
- Notice Period: 6 weeks.
- 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.
- Non-contributory private healthcare scheme.*
- Company income protection insurance.*
- Cycle to work scheme.

* after completion of one year's employment

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

This role is based at LSO St Luke's, 161 Old Street, London.

The LSO is an Equal Opportunities employer.

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 www.iso.co.uk/jobs

If you have any questions about this role, please contact Jennifer Cohen, Assistant Technical Manager on jennifer.cohen@iso.co.uk or 020 7566 2887.

The closing date for applications is **09:30 on Wednesday 30th January 2019.**

Interviews will be held the weeks beginning 11th February and 18th February 2019.



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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. A beautiful and flexible space with excellent technical facilities, the venue generates income by attracting a range of artistic, corporate and private hires which contributes to the cost of running and maintaining the Grade 1 Listed building to a high standard.

LSO St Luke's Principal Donors



LSO St Luke's

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