

Stage Manager

Job Description – October 2021

Reporting to: LSO Operations Manager
Responsible for: LSO casual staff

The London Symphony Orchestra

As the resident orchestra of the Barbican Centre, the LSO usually presents some 70 concerts here 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 Asia, 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 Orchestra's music education centre, adds a unique dimension to the work of the Orchestra, being the home of LSO Discovery, LSO rehearsals, filming of LSO concerts, and a substantial public concert programme.

Role Overview

The LSO Concerts Department requires a Stage Manager to assist in the planning and operation of all technical, stage management and instrument transportation needs of the London Symphony Orchestra.

The Stage and Transport team comprises of two Stage Managers and one Operations Manager. The Stage Managers work as part of the Backstage Team (Personnel Managers, Librarian, Assistant Librarian, Stage & Transport Manager), which in turn is part of the Concerts Department.

The purpose of the job is to assist in the planning and operation of all technical, stage management and instrument transportation needs of the London Symphony Orchestra.

Key Duties

- To assist in organising the transportation of the Orchestra's instruments for all the orchestra's engagements including rehearsals, concerts, film sessions, audio & visual recordings and tours both in this country and abroad
- To ensure the stage is set correctly for all rehearsals, concerts and recording sessions, to act as floor manager for streamed concerts
- To make sure all stage moves during performances are professionally and efficiently carried out
- To liaise with conductors, soloists and members of the Orchestra to establish their on stage requirements and to ensure such requirements are met
- To prepare stage plans for engagements and tours as required using Sketchup, our 3D stage plan programme
- To line manage any casual staff employed and ensure that all casual staff are qualified to work in their role and maintain the standards required by the LSO

- To record casual staff working hours and to compile and submit monthly records for payment by the Finance Department when required
 - To authorise expenditure invoices as they are received by the LSO Finance Department via the Operations Manager
 - To assist the Operations Manager in matters relating to the maintenance of the LSO's vehicle
 - To liaise with venues both in this country and abroad regarding the Orchestra's requirements while on tour
 - To work in conjunction with the Orchestra Manager and Concerts Department to ensure the smooth running of all engagements
 - To drive the LSO truck and trailer. Training can be provided if necessary
 - To load and unload any transport vehicle and aeroplanes as necessary
 - To represent the Orchestra as a member of the concerts team
 - To ensure all legal requirements regarding driving and working hours are met and maintained
 - To keep a record of hours worked and produce a monthly time sheet in retrospect to be handed to the Operations Manager
 - To be involved in the future planning of the schedule at the draft schedule point
 - To record each rehearsal and concert stage setting at the Barbican using the overhead camera system, and save the data on AV. Where possible store photos of tour venue concert performances using mobile device photographs on AV when in charge
 - To ensure the LSO principle and guest principle conductors concert clothes are dry cleaned and available for each performance
 - To ensure a safe working environment and that safe working practices are adhered to
 - To ensure all sound protection equipment is maintained and available at every rehearsal, concert and recording session
 - To ensure that the orchestral storeroom in the Barbican and the LSO warehouse is kept clean and tidy
 - To ensure carnets are accurate and completed on time
 - To be responsible for the safety of the instruments whilst in the care of the stage management team
 - To ensure all necessary percussion instruments and timps are hired for tours, concerts and recording sessions and to work with the Operations Manager, Principal Percussionist and Timpanist to agree such requirements
 - To maintain the Orchestra's flight boxes are in good condition and to organise any necessary repairs and order new boxes as required
 - To ensure that the Orchestra instrument store at the Barbican, and the LSO warehouse at Tottenham Hale is kept in order
 - To ensure the LSO truck and trailer are cleaned internally and externally at regular scheduled intervals
 - To ensure that all Health and Safety policies are adhered to, and to report any Health and Safety issues to the Operations Manager
 - To set out and collect any music parts for rehearsals, concerts and recording sessions as requested by the LSO library
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EXPERIENCE AND SKILLS REQUIRED

Essential

- Lifting and handling experience; to be able to handle large, heavy, valuable items using safe manual handling techniques whilst making every effort to avoid damage occurring
- Excellent verbal, as well as written, communication skills
- The ability to work within a closely knit team and experience of managing staff
- Maturity, diplomacy, patience, tact and a good sense of humour
- Willingness to work unsocial hours both in the UK and abroad
- Ability to work to demanding deadlines and be able to work under pressure

Desirable

- A clean HGV driving licence (training can be provided)
- Experience in the use of Sketchup 3D software for the production of stage plans
- Experience of driving abroad and dealing with international carnet and customs
- Experience of working with an orchestra
- Some musical knowledge
- Knowledge of the problems and complexities of orchestral layouts
- Knowledge of the methods and practices employed in handling, packing, loading, unloading and stowing of musical instruments
- Awareness of the value of the instruments and special consideration that must be given when dealing with delicate and awkward instruments
- Proven computer skills
- Proven knowledge of relevant Health and Safety Regulations, and an understanding of the need to comply with these regulations
- Current Manual Handling training certificate

TERMS AND CONDITIONS

- Salary: £30,000 - £36,000 per annum, according to experience.
- Normal hours of work are 37.5 per week, on days to be agreed but which will usually include weekends. However, actual working hours are dependent upon the Orchestra's calendar of events, with additional hours as required for which overtime is not paid.
- Notice Period: 3 months.
- 25 days annual leave plus bank holidays, with 3 weeks being taken during the orchestral annual leave and the remaining two weeks at the arrangement of the LSO Planning Director and Operations Manager.
- 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

The post is based between the Barbican, LSO St Luke's and Tottenham in London, however the Stage Manager will be required to attend events outside of these venues both within the United Kingdom and abroad. Duties will be broadly based around the LSO's schedule, however there will be occasions when the Stage Manager is required on days when the Orchestra is not working, for example, for meetings or loading/unloading the Orchestra truck. The position involves working evenings and weekends and being away from home on tour.

The Stage Manager is entitled to 25 days annual leave with three weeks being taken during the orchestral annual leave and the remaining two weeks at the agreement of the Planning Director. It should be noted that all overtime is bought out for this position within the salary.

The Stage Managers work as part of the Backstage Team (Personnel Managers, Librarian, Assistant Librarian, Stage & Transport Manager), which in turn is part of the Concerts Department

For formal concert work (i.e. when on the concert platform in front of the public) the post holder will be expected to wear a black shirt and black trousers and to be smartly presented.

Manual Handling training is required as part of this role. All necessary training arrangements and costs are covered by the LSO.

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 www.lso.co.uk/jobs

If you have any questions about this role, please contact Alan Goode, Operations Manager on 020 7588 1116 or email alan.goode@lso.co.uk.

The closing date for applications is 17:00 on Thursday 28 October 2021.

Interviews will be held in early November 2021, preferably at LSO St Luke's or otherwise virtually on Microsoft Teams.

Target start date is as soon as possible and preferably no later than January 2022.

If you do not live or work in Greater London, the LSO will make a contribution towards travel expenses incurred in attending interviews only if agreed in advance. In exceptional circumstances, initial interviews may be conducted by telephone or Skype. If you are invited for an interview and would like to claim travel expenses, please mention this when your interview is being arranged. Please note that a request to claim travel expenses will not affect decisions about whether or not to invite you to an interview.