



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

iso.co.uk/lsostlukes

London Symphony Orchestra
LSO St Luke's Venue and Facilities Co-ordinator (1-year fixed-term contract)
Recruitment Information – November 2018

Reporting to: Assistant Technical Manager

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.

Role Overview

The LSO St Luke's **Venue and Facilities Co-ordinator** is part of the small team responsible for the staging, technical and maintenance 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, performances, conferences, hospitality and banqueting as well as filming and broadcasting. The post involves orchestral and event staging, and requires some knowledge of presentation technology.

The **Venue and Facilities Co-ordinator** will be a self-motivated and proactive person, able to use their initiative, take on responsibility and to fit into a small team working to a consistently high standard.



KEY DUTIES

Stage, Technical & Events

- To liaise with the Assistant Technical Manager and Event Managers, to obtain event and layout requirements.
- To set staging, furniture and equipment for events accurately.
- To undertake load-ins and load-outs, supervising freelance and casual staff as required.
- To undertake routine and remedial maintenance.
- To undertake relevant administrative duties as required including manning Artist Entrance and Main Entrance and SW Entrance from time to time as requested.

Venue Maintenance

- To assist when required with managing the fabric of the Grade 1 Listed building, including minor maintenance and PAT testing.
- To carry out general housekeeping duties, including refuse 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.
- Working with the Facilities Manager, to assist when required with managing the fabric of the Grade 1 Listed building, including minor maintenance, and to assist with the maintenance of fixtures, fittings and equipment, ensuring LSO St Luke's is presented to the highest standard.
- To carry out occasional general housekeeping duties (including waste disposal, client refreshments and cleaning tasks), and ensuring that all equipment, furniture and instruments are stored in a safe and easily accessible manner.

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.



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EXPERIENCE AND SKILLS REQUIRED

Essential

- One year's full-time employment in a relevant venue environment.
- Knowledge of the performance/presentation industry and 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 with desire to acquire new skills.
- Willingness to undertake routine tasks along with the engaging ones.
- Experience of Microsoft Outlook and Word.

Desirable

- Knowledge of orchestral stage set ups.
 - Experience of supervising others.
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TERMS AND CONDITIONS

- One year fixed term contract.
- 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 or in order to maintain operations for which overtime will not be paid. Where possible, staff rotas will be agreed 2 weeks in advance in order to give enough notice of any evening and weekend requirements.
- Notice Period: 4 weeks.
- Pension: in line with Auto-Enrolment regulations
- 25 days annual leave plus bank holidays.
- Interest-free loan for a season travel ticket.
- Subsidised catering facilities provided by the Barbican Centre.
- Cycle to work scheme.

A Disclosure will be requested from the Disclosure and Barring Service for all persons offered posts. 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 Monday 10th December 2018

Interviews will be held during the week of 10th December 2018