

Philharmonia

Job Title	Tours & Projects Manager
Contract	Permanent, Full-time
Salary	£29,000 to £32,000 per annum
Reports to	Director, Concerts & Projects
Direct Reports	Concerts' Assistant
Location	Predominantly at our London office but with frequent international travel as dictated by the Orchestra schedule
Closing Date	16 February 2024

An exciting opportunity has arisen in our busy Concerts' team to join as Tours & Projects Manager. Not only responsible for the planning and implementation of all international touring logistics, but this role will also give the postholder the opportunity to travel with the Orchestra on its international tours.

About You

You will join our friendly, fun and highly creative team where you will have an exciting opportunity to work with worldclass musicians and conductors. Your excellent organisational skills, innovation, and creativity will help you manage, develop and execute a diverse range of projects to the highest standard.

Key responsibilities include:

- Working closely internally with the Director, Concerts & Projects (and with colleagues across other departments, as required), and externally with promoters and agents in the planning and co-ordination of touring programmes and artists.
- Working with the Director, Concerts & Projects on the preparation of tour budgets, managing set budgets and final reconciliations/invoicing, including withholding tax.
- Negotiating and resolving complex agreements between stakeholders (i.e. booking flights, trains, coaches, cars, hotels etc.) and providing creative solutions to problems in advance of, and during, tours.
- Managing all international travel arrangements for the Orchestra and Artists; negotiating with promoters on the most appropriate travel options for the Orchestra's personnel & instruments, suitable accommodation and local transfers.
- Ensuring all visa requirements for the Orchestra's personnel are arranged in good time.
- Making arrangements for the transportation of instruments (with cargo suppliers) by truck or air freight, including ATA carnets, as necessary.
- Issuing contracts to artists and soloists and assisting the Director, Concerts & Projects in finalising promoter/agent and broadcast contracts.
- Creating clear, precise and detailed tour schedules for the Orchestra, conductors and soloists.
- Traveling with the Orchestra on tour, working with the Orchestra Personnel Managers, Stage Managers, Librarian and local tour representatives, etc., liaising with conductors and soloists, taking responsibility for resolving any problems which may arise on the road and representing the Orchestra, where necessary, at official functions.
- Liaising with the Association of British Orchestras and Musicians' Union over orchestra touring conditions and being across updated procedures and policy.
- Joint line-management responsibilities of the Concerts' Assistant.
- Working across the department on non-standard touring projects, i.e. on the budgets and delivery of staged, digital or multi-disciplinary projects, as required.
- Other duties in support of the work of the Concerts Department, as required.

Essential skills needed:

- Proven skills in tour and/or cultural events management.
- Excellent organisational skills.

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- Meticulous attention to detail.
- Previous budgeting experience.
- Ability to work on own initiative and to problem solve whilst remaining calm.
- Strong crisis management skills providing creative solutions to problems in advance of, and during, tours.
- Ability to work on multiple projects at the same time.

Desirable Competencies:

- Foreign language skills are an advantage.
- Proven skills in concert and/or tour management.
- Previous employment within the classical music sector.
- Previous multi-disciplinary and production-based skills are an advantage.
- Knowledge of international visas, tax and logistical issues.
- Knowledge of the working practices of a professional orchestra.
- Knowledge of the orchestral repertoire.

Benefits & Culture

At the Philharmonia, we have a range of benefits that support the wellbeing of our staff, including:

- 25 days of annual leave per annum.
- Access to a 6% contributory pension scheme.
- Complimentary tickets for the Philharmonia's own-promoted concerts.
- Discounts on food and drink at the Southbank Centre.
- Discounted access to various galleries and museums across London through the Southbank Centre's reciprocal scheme.
- Season ticket loans for annual travel passes.
- Access to our employee confidential support helpline.

How to Apply

To apply, please email your CV and a covering letter detailing how your skills and experience match the job specification to team@thehrhub.co.uk with "Philharmonia | Tours & Projects Manager" in the subject line.

Please note, applicants must have the right to work in the UK at the time of appointment.

About the Philharmonia

Based in London at the Southbank Centre's Royal Festival Hall, the Philharmonia creates thrilling performances for a global audience. Through its network of residencies, the Orchestra has a national and international footprint, serving communities across England both in performance and through its extensive outreach and engagement programme.

Founded chiefly as a recording orchestra in 1945, the Philharmonia continues to work in the studio - recording movie scores and game soundtracks, and a huge range of classical and commercial projects. With a truly international presence, the Philharmonia uses the latest digital technology to connect with audiences beyond the concert hall and are sector leaders in the production of immersive experiences and online media.

The Philharmonia Orchestra is committed to ensuring equitable opportunities and a welcoming environment for all those that engage in our work. We strive for a more representative workforce and encourage applications from under-represented groups in the UK arts workforce, particularly those from Black, Asian and Ethnic Minority backgrounds, from lower socio-economic statuses, d/Deaf and Disabled applicants, and those from the LGBTQIA+ community.
