



WORK WITH US

Trusts & Foundations Officer Recruitment Pack

Contents

- 2 About the London Symphony Orchestra
- 3 Working at the London Symphony Orchestra
 - 4 About the role
 - 6 About you
 - 7 How to apply

London Symphony Orchestra

About the London Symphony Orchestra



The LSO with Sir Simon Rattle on the Barbican stage

The London Symphony Orchestra was established in 1904, as one of the first orchestras shaped by its musicians. Since then, generations of remarkable talents have built the LSO's reputation for uncompromising quality, and inspirational repertoires.

Today, the LSO is ranked among the world's top orchestras, with a family of artists that includes Chief Conductor Sir Antonio Pappano, Conductor Emeritus Sir Simon Rattle, Principal Guest Conductors Gianandrea Noseda and François-Xavier Roth, Conductor Laureate Michael Tilson Thomas and Associate Artists Barbara Hannigan and André J Thomas.

The LSO is Resident Orchestra at the Barbican in the City of London. The Orchestra reaches international audiences through touring and artistic residencies – in cities including Paris, Dortmund and Tokyo, at the Aix-en-Provence Festival, across Australasia and Latin America, and with the Music Academy in Santa Barbara – and through digital partnerships and an extensive programme of live streamed and on-demand online broadcasts.

Through a world-leading learning and community programme, LSO Discovery, the LSO connects people from all walks of life to the power of great music. Based at LSO St Luke's, the Orchestra's community and music education centre and a leading performance venue on Old Street, LSO Discovery's reach extends across East London, the UK and the world through both in-person and digital activity.

LSO musicians are at the heart of this unique programme, leading workshops, mentoring bright young talent, performing at free concerts for the local community and using music to support adults with learning disabilities. LSO musicians also visit children's hospitals, and lead training programmes for music teachers.

The ambition behind this work is simple: to share the transformative power of classical music with people who would not normally experience it. The impact is unrivalled, and every year, LSO Discovery reaches thousands of people of all ages.

In 1999, the LSO formed its own recording label, LSO Live, and revolutionised how live orchestral music is recorded, with over 150 recordings released so far. Overall, the LSO has made more recordings than any other orchestra. As a leading orchestra for film, the LSO has entertained millions with classic scores for Star Wars, Indiana Jones, The Shape of Water, and many more. The LSO also uses streaming services to reach a worldwide audience totalling millions of music-lovers who listen online every month.

Through inspiring music, educational programmes and technological innovations, the LSO's reach extends far beyond the concert hall. Thanks to the generous support of The Corporation of the City of London, Arts Council England, corporate supporters and individual donors, the LSO is able to continue sharing extraordinary music with as many people as possible, across London, and the world.

Working at the London Symphony Orchestra



Young musicians performing on-stage at BMW Classics in Trafalgar Square

About the Role

The LSO Development department is looking for a knowledgeable and self-motivated individual to join our team as Trusts & Foundations Officer. Reporting to the Trusts & Foundations Manager, the role will primarily work within the Trusts and Foundations team to establish and maintain relationships with grant-giving bodies to help meet and grow income targets. These grants support a range of LSO activities, including projects within our pioneering learning and engagement programme, LSO Discovery; our exciting artistic season at the Barbican Centre; international tours; new commissions for the LSO and recordings produced by our record label *LSO Live*.

The Development Team

Comprising 12 members of staff, the Department's objective is to generate income from corporate supporters, trusts and foundations, individual donors, special events and the statutory sector, in support of the LSO's activities both in the UK and abroad.

Location

Based at the LSO's offices at the Barbican Centre, with the option to work remotely for up to two days per week.

Hours

09.30-18:00, Monday-Friday, with additional hours as required for which time-off-in-lieu is provided.

Salary

£30,000-£32,000 dependent on experience.

Probationary Period

6 months

Notice Period

2 months.

Benefits

25 days annual leave, plus bank holidays.

Interest-free loan for a season travel ticket.

Membership in the 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.

Cycle-to-Work scheme.

Employee Assistance programme.

Free tickets to LSO concerts (subject to availability).

* *After completion of one year's employment:*

- Company income protection insurance*.
- Eligible to opt in Non-contributory private healthcare scheme.

About the Role



Ayanna Witter-Johnson performing at the Barbican



A Lunchtime Concert at LSO St Luke's

Key Responsibilities

Writing and research

- Undertake research to identify new funding opportunities amongst trusts, foundations and other grant-giving organisations, identifying appropriate funding opportunities for specific LSO projects and activities.
- Research, write and submit compelling applications and reports to a portfolio of trusts and foundations for specific projects and LSO activities, articulating and presenting the organisation's key fundraising messages.
- Liaise with colleagues to collate information required for grant applications and reports. Ensure that all applications and reports are submitted within relevant deadlines and in line with funders' requirements.
- Set up and, where appropriate, attend meetings with key prospects and funders.

Stewardship

- Maintain relationships with a portfolio of trusts and foundations through effective stewardship, including invitations to upcoming performances and LSO Discovery workshops, as well as other written and verbal updates.
- Network with trusts and foundations at LSO events and elsewhere.
- Coordinate donor cultivation events including sending invites, collating responses and project managing events.
- Working with colleagues in the Development Team to facilitate event invitations and ticket requirements for Trustees and key contacts from trusts and foundations.

General

- Stay informed of key developments within trusts and foundations fundraising.
- Implement database processes to accurately track the application and reporting cycle for trusts and foundations and record all communications with funders on the Raiser's Edge database.
- Maintain accurate financial records relating to funding from trusts and foundations, ensuring that this is up to date at all times.
- Ensure that the trusts and foundations sections of the LSO's website are up to date and manage the crediting requirements for current funders.
- Support development colleagues in the editing and proofing process of proposals, applications and reports.

Other responsibilities

- Attend regular evening and weekend concerts and events, as required within the nature of the post.
- Assist with other duties that may be reasonably required.

Reporting To

This position reports to the Trusts & Foundations Manager.

Who You Will be Working With

The position will work closely with the Director of Development, Trusts & Foundations Manager, Philanthropy Manager, Philanthropy Coordinator and Development Coordinator.

This job description is a starting point for the role we are asking you to fulfil. It is a working document and as such may change and evolve as the role, team and LSO develop.

About You



LSO Brass at St Paul's Cathedral



LSO East London Academy young musicians

We are looking for someone with experience in:

- Writing compelling applications and reports to grant-giving bodies, as well as knowledge of fundraising through trusts and foundations (at least twelve months of experience).
- Researching potential new funding opportunities with an understanding of cultivation and stewardship processes
- Ideally relevant event management experience.

The capabilities and characteristics we are looking for:

- Strong writing and verbal communication skills, with the ability to collate detailed information and present it concisely and compellingly.
- High attention to detail in both written communications and database processes.
- Outstanding editing and proofreading skills
- Ability to prioritise and manage a busy workload, and to consistently meet deadlines.
- Self-motivated, with strong organisational skills.
- Ability to work with a team effectively, integrate with the whole development department and engage with a variety of colleagues across the organisation and stakeholders.
- Professional discretion.
- An interest in classical music and promoting accessible opportunities for all to engage in music.
- Willingness to attend events outside of normal working hours.

How to Apply



A workshop at an LSO Discovery Family Concert

The closing date for applications is 28th May 2024.

If you would like to apply for this role, please visit lso.co.uk/jobs, where you will be asked to complete our application form and equal opportunities form. If you are unable to complete the application form please contact people@lso.co.uk for assistance.

If you have any questions about this role, please contact Hannah Bostock – Trusts & Foundations Manager at hannah.bostock@lso.co.uk

First interviews will be held the week commencing 3rd June at the LSO's offices at the Barbican Centre, with the option of an online (Zoom or Teams) interview for anyone unable to attend in person.

When completing the application form please ensure you include examples which demonstrate your experience in the About You section above and also explain why you are interested in the role.

Please provide the names of two referees, one of which should be your current employer, if applicable, along with whether we can contact them or when in the application process they can be contacted.

Please provide your contact details, ideally both a mobile number and email address.

As an equal opportunities' employer, the LSO is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on 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.