



Philharmonia

Stage Manager

Role information, April 2024



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

The role

The Philharmonia Orchestra is seeking an experienced Stage Manager to help us deliver our concert programme and to provide logistics and practical support to the Philharmonia's players.

The Stage Manager is responsible for the planning, coordination and management of the stage management, instrument transportation and technical requirements of the Orchestra.

The post holder will work closely with all of our players and back of house team and report to the Director, Concerts & Projects.

Key information

- Salary: £30,000-£35,000, dependent on experience
- Contract: full-time, permanent; 3 month notice period
- Pension: the Company will contribute 6% of salary to a qualifying pension scheme
- The Orchestra is London based however, we also have residencies in Leicester, Bedford, Basingstoke and Canterbury as well as touring internationally. Therefore, a willingness to travel within the UK and Internationally is required

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.

If you require any adjustments to apply for this position or attend an interview, email team@thehrhub.co.uk, with 'Reasonable Adjustments - Philharmonia' in the subject line.



The Philharmonia on stage at Royal Festival Hall © Mark Allan

The Orchestra

The Philharmonia Orchestra is one of the world's great orchestras and has been creating thrilling performances for a global audience since 1945.

Artistic Leadership

Celebrated young Finn, Santtu-Matias Rouvali is our Principal Conductor. Santtu follows in the footsteps of great artists including Herbert von Karajan, Otto Klemperer and Riccardo Muti. His immediate predecessor Esa-Pekka Salonen is our Conductor Laureate, and Christoph von Dohnányi is our Honorary Conductor for Life. In 2023, Marin Alsop joined the Philharmonia family as Principal Guest Conductor.

This inspirational artistic leadership is at the core of our work on the concert platform, which we then complement with a diverse range of titled artists which change season by season; in 2023/24 our Artist in Residence is sarod virtuoso and producer Soumik Datta, and our two Featured Artists are violinist Nicola Benedetti and soprano Julia Bullock. Together these outstanding artists help us shape a programme of performances and projects of the highest quality and distinctiveness for the orchestra.

Organisational Overview

The Philharmonia is a registered charity and as one of the four London self-governing symphony orchestras comprises 80 musicians from 16 countries. The Board is led by Lord King of Lothbury and includes a strong player voice through members of the orchestral committee headed up by President Cheremie Hamilton-Miller. The management team of 40 administrative and backstage staff is led by CEO Thorben Dittes and an Executive Team of six.

Our artistic home is the Southbank Centre in the heart of London, where we give around 35 performances a year. We also have residencies in Bedford, Leicester, Canterbury, and Basingstoke, encompassing longstanding Learning & Engagement projects as well as regular concerts. Additionally, the orchestra is resident at Garsington Opera and the Three Choirs Festival. From our administrative base in Bankside, we create around 250 projects and performances annually and in 2022/23 around 160,000 experienced the Philharmonia sound live.

From LPs to Virtual Reality, we have always been pioneers in using technology to bring our music to the widest possible audience. We have 1 million listeners each month on Spotify, over 500,000 social media followers, and a vibrant YouTube channel with annual viewing figures of almost 3 million.

The Future

The organisation has undertaken an extensive mission-vision-values exercise, involving musicians, staff, Board and external stakeholders. The resulting forward direction connects its illustrious musical history and artistic DNA of international excellence, with a firm focus on innovation and the future of the orchestral experience for both audiences and musicians.

Could you be part of that future?

Work structure and team

Location

On location with the Orchestra as required and in the administrative office in Southwark, London SE1.

Reporting structure

The Stage Manager is line-managed by the Director, Concerts & Projects. The Stage Manager is a member of both the Orchestra's Concerts Department and Out of Office Team, and works closely with the Orchestra's other Stage Manager, as well as the Orchestra Personnel Manager, Assistant Orchestra Personnel Manager and the Librarian.

Hours

Working hours are dictated by the Orchestra's performance schedule, and include evening and weekend work, as well as additional hours in the office, as required.

Role and responsibilities

Key objectives

Planning

- The post holder will work closely with the Orchestra committee, all Philharmonia players and colleagues across the Orchestra Operations team
- Prepare stage plans in advance, using Microsoft Visio software, or similar, when required
- Plan for the Orchestra's Music of Today (MoT) and Chamber series: including stage plans; logistics and running of rehearsals and performances
- Work with the department's Stage & Transport Manager, Principal Percussionist and Principal Timpanist, and other players and staff as needed, to hire any instruments or equipment that may be required
- Engage and contract the correct number of casual Crew, as needed throughout the orchestra's activity
- Liaise with venues both in the UK and abroad, regarding the Orchestra's stage and transport requirements
- Organise the transportation of the Orchestra's instruments for all engagements including rehearsals, concerts, film sessions, audio recordings and tours, both in the UK and overseas, including loading and unloading the Orchestra truck and any other vehicle as required

Communications

- Ensure that instrument transport arrangements are communicated clearly, and as far as possible in advance, to players
- Be an approachable and communicative member of the concerts team, on hand at Orchestra engagements to handle any staging requests from members of the Orchestra
- Manage successful relationships with musicians to provide a safe and calm environment - promote a supportive environment and flexible structures that allow musicians to perform at their best
- Represent the Orchestra, as a member of the Concerts' Team, and maintain positive relationships with external venue staff, transport staff, instrument hire companies, agents, conductors and soloists

Administration

- Keep an updated record of the Orchestra's inventory and ensure that the orchestral storeroom in the Royal Festival Hall, and any similar facility, is kept well-organised, clean and tidy
 - Ensure stage plans and photographs of each engagement are stored in Stage and Transport archive for future reference
 - Keep Stage and Transport schedules up to date from MOBI to Microsoft One Note/SharePoint etc.
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On Projects

- Ensure the stage is set correctly, promptly and safely for any orchestra activity, and to liaise with conductors, soloists, agents, staff and members of the Orchestra as necessary, to establish any changes that need to be made
- Ensure all stage moves (both during performances and otherwise) are professionally and efficiently carried out
- Work with venue staff to ensure that any lighting/staging issues are promptly dealt with
- Safely load and unload the Orchestra truck and any other vehicle as required for the Orchestra's instruments for all engagements including rehearsals, concerts, film sessions, audio recordings and tours, both in the UK and overseas
- Supervise any casual stage staff engaged by the Orchestra, ensuring that such staff maintain the professional standards required by the Philharmonia

Health and Safety

- Adhere to safe working practices and to help ensure a safe working environment
- Ensure that all Health and Safety policies are adhered to, and to report any Health and Safety issues to the Director of Concerts & Projects
- Be responsible for the safety of instruments whilst in the care of the stage management team
- Work proactively to improve the performance conditions in the orchestra and prioritise musicians' health and wellbeing
- Be aware of issues surrounding musicians' hearing health, and take proactive steps to safeguard the health of the orchestra's musicians at each and every engagement (training will be provided if necessary)

Other Duties

- Be responsible for performing regular maintenance on all equipment such as flight cases, music stands, acoustic screens and percussion equipment as and when required, and engaging specialist services, where appropriate
- Keep up to date with current developments and practices in the industry, attending ABO Stage Manager meetings and to ensure orchestra stage management practices are in line with current expectations and professional practice
- Work as a member of the Concerts Department to assist with the planning and day to day running of all Orchestra activity, liaising with other departments as required
- Undertake such other duties as may reasonably be required by the Company



The Philharmonia's VR Sound Stage at SXSW, Texas 2018 © Julia Keim

Person specification

Essential:

- Experience of working with a large orchestra
- Knowledge of orchestral layouts
- Lifting and handling experience
- Knowledge of and experience of handling delicate and awkward music instruments and equipment
- Experience loading and unloading orchestral instruments to and from trucks
- Computer literacy
- Good level of physical fitness
- Good time management skills
- Excellent written and verbal communication skills
- Meticulous attention to detail
- Ability to interact with players, conductors and soloists to ascertain staging and instrument requirements
- Self-motivation and initiative
- Ability to work as part of a team
- Patience and diplomacy, and the ability to work under pressure.
- Willingness to work irregular and unsocial hours, including evenings and weekends, both in the UK and internationally

Desirable:

- Experience in the use of Microsoft Visio software for the production of stage plans
- Experience of foreign travel and dealing with international carnet and customs
- Proven knowledge of relevant Health and Safety Regulations, and an understanding of the need to comply with these regulations
- Current Manual Handling training certificate
- Lighting and audio-visual experience
- A full, clean driving licence (applicable to the UK)

Candidates must have the right to live and work in the UK.

How to apply

To apply, please email your CV and covering letter to: philharmoniahr@thehrhub.co.uk.

For any further information please contact Suzanne Doyle on Suzanne.Doyle@philharmonia.co.uk.

Please include the following in your application:

- Telephone contact number (we will be discreet when contacting you)
- Details of two referees (we will not contact your referees without your permission)

Deadline for applications: 5pm on Friday 3 May 2024.

Interviews will be held during the week of 6 May 2024.
