

Philharmonia

Tours & Projects Manager

November 2025

Overview of the Organisation

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 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 2025/26 our Artist in Residence is dance duo Thick and Tight and our Featured Artist is Víkingur Ólafsson. Together with the Orchestra, these artists help us shape a programme of performances and projects of the highest quality and distinctiveness.

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 James Buckle. The management team of 40 administrative and backstage staff is led by CEO Thorben Dittes and an Executive Team of five.

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 tours extensively internationally, with tours and international residencies over the last year in the USA; Japan; Mauritius and Europe. From our administrative base in Bankside, we create around 250 projects and performances annually and in 2024/25 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

Following the challenges of the Covid pandemic and a change in executive leadership the organisation has undertaken an extensive mission-vision-values exercise, involving musicians, staff, Board and external stakeholders. The resulting forward direction connects the Orchestra's 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.

The next steps will be to create the detailed strategies, operational models and standout defining artistic projects which enable us to move towards our vision of the future. This is built on a thriving, equitable society with orchestral music at the heart of cultural life, where musicians are celebrated for the work they do to make the world a better place.

Could you be part of that future?

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Job Title

Tours & Projects Manager

Position Summary

The Tours & Projects Manager is responsible for the planning, coordination and delivery of several key areas of the Orchestra's core performance activity, including but not limited to: international stand-alone concerts, tours and residencies; UK tours, engagements and festival performances; commercial recordings and special projects.

Working in a fast-paced environment as part of a friendly, fun and creative team, the role of Tours & Projects Manager provides a unique opportunity to work with leading musicians and conductors. Excellent organisational and budgeting skills, attention to detail, innovative thinking and a flexible approach to working will help you manage, develop and execute a diverse range of projects to the highest standard.

With oversight from the Senior Concerts Manager and Concerts Director, the post-holder will work closely with the Concerts Coordinators, Concerts Assistant and the Orchestra Operations Team in the delivery of outstanding performances in territories as varied as the UK, USA, Asia and Europe.

Key Responsibilities

- Planning and coordinating of all international tours and residencies undertaken by the Orchestra,
- Planning and coordinating of UK-based performances, engagements and tours outside of the Orchestra's core regional residencies.
- Planning and coordinating commercial recordings and special projects, shared with Concerts & Projects Manager, according to orchestra schedule.
- Developing and managing detailed itineraries, travel schedules, visas, freight and accommodation for musicians, artists, staff and equipment.
- Preparing project budgets, managing and maintaining set budgets and final reconciliation and invoicing, including international tax applications on behalf of the Orchestra.
- Liaising with the Orchestra's Head of Production and Stage Managers regarding practical arrangements for all concerts and projects, including, but not limited to, stage plans, stage extensions, ATA carnet applications; truck requirements, second instruments etc.
- Liaising closely with the Orchestra Librarians on orchestrations and editions for repertoire being performed or recorded.
- Supervising the Concerts Coordinators and Assistant in the practical delivery of contracts, PPE letters, technical riders, dressing room and security lists, rehearsal venue bookings, flight and hotel lists etc.
- Keeping abreast of all relevant agreements and updates from the Association of British Orchestras and Musicians' Union concerning touring best practice and regulation.
- Liaising with the Orchestra Committee and Artistic Committee regarding player matters as directed by Senior Concerts Manager/Concerts Director.
- Travel with the Orchestra on all international tours and attending concerts & projects within the UK as necessary.
- Upholding and demonstrating the Orchestra's values. Representing the Philharmonia with utmost professionalism at all times.
- Undertaking such other duties as may reasonably be required by the Company.

Skills and Qualifications

Essential:

- Minimum three years' managerial experience in classical music administration preferably with a focus on tour management
- Demonstrable experience in performance production and scheduling; including knowledge of international visas, tax and travel.

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- A passion for orchestral music;
- Meticulous attention to detail;
- Self-motivated and a diligent worker;
- Excellent organisational skills, with the ability to prioritise whilst working across a wide range of projects at any one time;
- Excellent interpersonal skills, both written and verbal being able to converse with a wide range of stakeholders;
- Ability to problem solve independently, quickly and under pressure;
- Ability to find creative solutions independently;
- Ability to work as part of a team; Ability to motivate junior colleagues;
- Demonstrate hands-on and positive attitude during projects;
- Willingness to work unsocial hours, including evenings and weekends; and to travel outside London and the UK, as required.

Desirable:

- Skills in concert management
- Previous employment with a symphony orchestra
- Knowledge of the working practices of a professional orchestra (including ABO/MU agreements that apply to a professional freelance orchestra)
- Knowledge of orchestral repertoire

Reporting Structure

Reporting to the Concerts Director. Line Management of the Tours & Projects Co-ordinator

Employment Type

Full time, based in London with weekend and evening work as required by the orchestra's schedule.

Salary and Benefits

- ca. £30-£35k, dependent on experience
- Pension contribution of 6% of salary to a qualifying scheme

Location

The role will be based at our administrative office in Southwark, London SE1; however, the role will require frequent travel both within the UK and internationally. This role will regularly require you to travel with the Orchestra on tour, being away for periods of between one week to over two weeks at a time.

Application Process

- Email CV and cover letter to: philharmoniahr@thehrhub.co.uk
- Subject: Philharmonia – Tours & Projects Manager
- Closing Date: Monday 24 November 2025, 9am
- First interviews: Monday 1 December 2025
- Second round interviews, if applicable: Friday 5 December 2025

Equal Employment Opportunity Statement

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. We are a Disability Confident Employer. 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.