
Philharmonia

Auditions and Orchestra Operations Assistant 0.5 FTE

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 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. 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 Sir Howard Davies 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 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 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 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.

The next steps will be to create the detailed strategies, operational models and standouts defining artistic projects which enable us to move towards our vision of the future of 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?

Philharmonia

Job Title

Auditions and Orchestra Operations Assistant

Position Summary

Providing administrative support to the auditions of the vacant seats in the orchestra and administrative support to the library and Orchestra Personnel Managers (OPMs). Overseeing and delivering the process of auditions from confirmation of vacancy, liaising with audition panels, advertising with our provider Muvac, delivering the audition days, and providing the results to candidates.

Key Responsibilities

Planning:

- Ensure all vacancies have a timeline for recruitment
- Ensure all paperwork for recruitment is in good order

Execution:

- Advertise positions
- Manage candidate and panel queries, acting as main point of contact
- Run audition days
- Ensure candidates and OPMs are informed of outcomes
- Support library with admin and part/pad preparation
- Support the OPMs with administration and routine tasks

Collaboration:

- Work closely with chairs of panels, the Orchestra Committee, and the Orchestra Personnel Manager to ensure smooth delivery of auditions, including making the process more effective and time efficient.
- Work across the Orchestra Operations team to support smooth administration

Orchestra-Wide Responsibilities:

- As required by the CEO

Skills and Qualifications

Essential:

- Good administrative skills with proactive, responsive management of communications
- Ability to read music
- Good IT skills, inc MS Office
- Good people skills, especially in the field of managing candidates, musicians, and key stakeholders

Desirable:

- Previous experience with auditions or recruitment
 - Experience working with a professional orchestra
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Philharmonia

Initial Priority Areas of Focus

- Continue to schedule and deliver the upcoming auditions
- Action the list of improvements needed to support the Orchestra Operations team

Reporting Structure

Reports to OPM

Employment Type

- Part time contract (at 0.5 FTE) 12 month contract
- No preference to days, but must be able to attend audition days

Salary and Benefits

- Circa £27,000 FTE pro rata
- Pension contribution of 6% of salary to a qualifying scheme.

Location

London Southwark head office with travel to various UK locations as required.

Application Process

- Email CV and cover letter to: team@theHRhub.co.uk
- Subject: Philharmonia – Auditions and orchestra operations assistant
- Closing Date: 30th October 2026, midday
- Interviews: Will be held across early November (5th, 6th or 9th)

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.
