



LONDON CONTEMPORARY ORCHESTRA

RECORDING PROJECTS MANAGER (SALARIED) – JOB DESCRIPTION

SUMMARY

JOB TITLE:	Recording Projects Manager
TERMS:	Part-time - four hours per day, five days per week
CONTRACT:	Salaried, beginning May/June 2019, with a 3-month review
LINE MANAGER:	Hugh Brunt – co-Artistic Director & co-Principal Conductor
REMUNERATION:	£18,200 (£36,400 pro rata)

INTRODUCTION

London Contemporary Orchestra (LCO) is pleased to recruit for the specially-created role of Recording Projects Manager – working with co-Artistic Director & co-Principal Conductor Hugh Brunt to support the delivery and expansion of the LCO's studio output, encompassing Hollywood and independent feature films, TV series, production/library music, video games, sample libraries, and albums with leading bands and solo artists.

BACKGROUND

LCO is a leading global ensemble focused on performing, commissioning and developing new music and cross-arts collaborations. Alongside working with well-known artists, the LCO is driven to develop a diverse next generation of players, conductors and composers by creating opportunities for them to work at the highest professional level. Formed in 2008 by co-Artistic Directors Robert Ames and Hugh Brunt, the LCO has collaborated with a distinguished array of composers, artists and brands, from Actress to Radiohead, Boiler Room to Vivienne Westwood. It is a past winner of the Ensemble category at the Royal Philharmonic Society Music Awards.

In addition to its busy concert schedule – most recently including sold-out performances at the BBC Proms, Southbank Centre and Barbican, and collaborations with Steve Reich, Mica Levi and Terry Riley – the LCO has established a strong reputation for its innovative and dynamic approach to film scoring, regularly appearing at Abbey Road Studios and AIR Studios.

The orchestra works with the major Hollywood film studios, such as 20th Century Fox and Paramount, as well as Netflix, Amazon Studios and the BBC, and enjoys close relationships with Jonny Greenwood (*Phantom Thread*, *You Were Never Really Here*, *The Master*), Anne Nikitin (*American Animals*, *Calibre*), Thom Yorke (*Suspiria*), Carly Paradis (*The Innocents*) and Jed Kurzel (*Alien: Covenant*, *Macbeth*). Its album output includes Radiohead (*A Moon Shaped Pool*), Justice (*Woman*) and Frank Ocean (*Endless, Blonde*). Building on the success of *LCO Strings*, the orchestra's first collaboration with sample library leaders Spitfire Audio, *LCO Textures* was released in early 2019 to critical acclaim.

“Over the last few years I've been lucky enough to have developed a close and collaborative relationship with the LCO. Fearless and open, they're a fantastic ally to have while chasing down ideas. They have played an integral part in how I now approach writing music and the more I work with them, the more territory they open up to explore.”

– Jed Kurzel (*Alien: Covenant*, *Macbeth*)

JOB DESCRIPTION

Coming at an exciting and pivotal time for the LCO, the Recording Projects Manager will fulfill an essential role at the heart of the organisation, helping it to develop its expanding recording activity. The Recording Projects Manager will work remotely on a day-to-day basis and attend meetings with Hugh Brunt in central London. He or she will also have regular contact with the Concert Manager, Amy Hinds and General Manager, Finbar Mostyn-Williams.

Responsibilities will include:

Recording session management

- Budgeting projects, including itemisation of player fees in accordance with the Musicians' Union rates and regulations
- Session schedule preparation; recording studio liaison; coordinating instrument hire/transportation; organising sheet music (digital copies) for advance distribution to players
- Liaising with the Concert Manager on player booking, scheduling and diary management; attending recording sessions
- Assisting in the delegation of orchestration and music preparation ('copying') responsibilities and managing their respective line items
- Preparing and filing Musicians' Union consent and release forms; supplying credits and PPL (Phonographic Performance Limited) information

General, administrative support and finance

- Pitching: working with the line manager to expand the LCO's client base and seek out new opportunities; liaising with film studios, record labels, music supervisors and agents
- General administration: maintaining office systems; meeting scheduling; diary planning; research tasks; helping maintain and develop LCO's digital footprint (e.g. iTunes and Spotify)
- Finance: liaising with the LCO's accountants; issuing quotes and raising invoices; administrating player payments and processing supplier invoices

PERSON SPECIFICATION

Essential

- Some years' experience in an administrative role
- Exceptional interpersonal and communication skills, both written and verbal
- Highly organised, self-motivated, and able to work well independently
- Excellent time management skills, with the ability to work across a range of different recording projects simultaneously, prioritising multiple tasks, and working calmly under pressure and to tight deadlines
- Good numeracy, literacy, organisational and computer skills; excellent attention to detail
- Ambitious, and eager to help grow a business

Desirable

- A demonstrable interest in the arts, preferably including orchestral and contemporary music
- A background in arts management/administration, or in developing and delivering creative projects
- Some experience of recording session processes and knowledge of Musicians' Union agreements and regulations

APPLICATION PROCESS

Applicants will be shortlisted for interview on the basis of a CV and covering letter (please do not exceed 300 words). Candidates are reminded that they should use the covering letter to make explicit the connections between the skills and experience detailed on their CV and the person specification outlined above.

Applications should be submitted by e-mail (PDF format) to info@lcorchestra.co.uk by **5pm on Monday 6 May 2019** using the subject line **Recording Projects Manager – Application**. Shortlisted candidates will be contacted later in the week for interview, in London, w/c Monday 13 May 2019.

Applicants with queries should contact info@lcorchestra.co.uk
