



LONDON CONTEMPORARY ORCHESTRA

LIVE PROJECTS PRODUCER (SALARIED) – JOB DESCRIPTION

SUMMARY

JOB TITLE: Live Projects Producer

TERMS: Part or Full Time depending on the candidate

CONTRACT: Salaried, beginning April 2020, with a 3-month review

REMUNERATION: £36,400 (pro rated to agreed hours) plus commission on project profits.

INTRODUCTION

London Contemporary Orchestra (LCO) is excited to recruit for the role of Live Projects Producer to expand the LCO's live project activities. The LCO undertakes a large number of projects per year working in the U.K. with prestigious venues like the Barbican Centre, Royal Albert Hall and Southbank Centre, and internationally across Europe, U.S.A. and elsewhere.

As the scope and scale of the orchestra's live activities have continued to expand, we are looking for an experienced, highly organised and ambitious producer who can execute the shows we make, ranging from single-evening affairs to festivals or full-scale theatrical productions.

The selected candidate will manage the Profit & Loss for this line of activities and be responsible for fielding and developing enquiries for business.

The role would suit someone with existing experience in live events production who is looking to expand the scale of projects and venues with which they work. We are looking for someone who can see themselves in the role for a 3-5 year period and fulfil their ambitions of producing large-scale works with major U.K. and international partners that push the boundaries of our genre.

THE LONDON CONTEMPORARY ORCHESTRA

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.

JOB DESCRIPTION

Coming at an exciting and pivotal time for the LCO, the Live Projects Producer will fulfil an essential role at the heart of the organisation, pioneering the development and execution of its live activity. The Live Projects Producer will work remotely on a day-to-day basis and be responsible for their own schedule, Profit and Loss, and KPIs. They will have regular contact with the Artistic Directors, the Orchestra Manager, and the Commercial Director.

Responsibilities will include:

Producing the Live Activities of the Orchestra

- Responding to reverse enquiries for hiring the orchestra, establishing budgets with clients, creating internal budgets and closing contracts for work.
- Meeting existing and potential clients such as venues, tour promoters, branding agencies and others in the UK and Worldwide.
- Generating profit and loss reports for the Commercial Director, agreeing on and delivering on KPIs for live commercial activities.

Producing Concerts and Events in the UK and Worldwide

- Drawing up costings and budgets and charging performance fees.
- Communicating fees with clients: sending quotes, signing and sending contracts, drawing up and issuing invoices.
- Processing payments for projects, updating budgets and communicating with the Orchestra Manager and accountants on fees due.
- Communicating with orchestrators and librarians to ensure music is delivered in the correct format and on time and arranging music hire and return where appropriate.
- Drawing up production and technical schedules and ensuring the delivery of the orchestra rehearsal schedules from the Concert Manager.
- Liaising with venues about technical specifications and requirements, and creating and sending technical and hospitality riders.
- Booking sound engineers, and overseeing their dialogue with venues.
- Communicating with the Recording Projects Manager about any recording or filming elements of live events.
- Booking photographers and delivering any required documentation of events.
- Hiring Tour Managers for any international engagements.
- Maintaining ongoing contact with the Association of British Orchestras.

Supporting Concert and Orchestra Management

- Create an accurate list of required players per project, communicating clearly with Orchestra Manager so that musician booking can begin.
- Communicating fees clearly to the Orchestra Manager in advance of projects, and giving sign off for communication with musicians.
- Liaising with musicians about their requirements on instrumentation and percussion lists, and working with the Orchestra Manager to get percussion and instrumentation quotes.
- Providing Concert Manager with stage plan and technical specifications from venues.
- Providing the Orchestra Manager with any relevant information for the musicians' database.

Efficient Management of Live Activities

- Maintaining software, systems and processes necessary for the delivery of the role.
- Updating the LCO diary and new projects spreadsheet with potential and actual projects.

- Working with LCO's accountant to chase and reconcile payments, running profit and loss reports, and troubleshooting any accounting issues.
- Providing information to the Commercial Director to assist with fundraising applications.
- Creating and updating project folders and ensuring accurate archiving of project information.
- Updating website event pages.
- Communicating regularly with Recording Projects Manager and Concert and Orchestra Manager to ensure awareness of all activity across the company – including regular meet-ups and work sessions together.

PERSON SPECIFICATION

Essential

- A demonstrable interest in the arts
- Ambitious, and eager to manage and grow a business line.
- Experience in medium to large scale events production.
- 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 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.

Desirable

- A background in arts production.
- Some experience of orchestral activities and processes.

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 Friday 6th March 2020** using the subject line **Live Projects Producer – Application**. Shortlisted candidates will be contacted later in the week for interview, in London, **w/c Monday 23rd March 2020**.

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