

# philharmonia orchestra

## TOURS MANAGER: JOB DESCRIPTION

---

Reports to: Deputy Managing Director (Head of Concerts Department)

Key objectives: To administer the Orchestra's international touring programme; to accompany the Orchestra on all overseas tours, taking responsibility for day-to-day arrangements

### ROLE & RESPONSIBILITIES

- Making international travel arrangements for the Orchestra: researching travel options, negotiating with promoters regarding appropriate travel choices for the Orchestra's personnel and instruments, coordinating travel payment schedules
- Ensuring that the Orchestra's overseas accommodation requirements are met
- Calculating and coordinating per diem payments for the Orchestra; making arrangements for these to be distributed in London prior to a tour if applicable
- Arranging adequate insurance cover for the Orchestra overseas, including taking out cover against force majeure events as required
- Preparing conductors' schedules in respect of stand-alone touring engagements (showing London rehearsal arrangements etc. as applicable)
- Participating in planning discussions regarding future touring projects, taking notes at meetings as required
- Checking the availability of conductors and soloists in respect of overseas tours (and of related work) as directed

- Accompanying the Orchestra on all overseas tours; ensuring the day-to-day welfare of the players and smooth running of each tour, representing the Orchestra's management as necessary
- Under the direction of the Deputy Managing Director, preparing some tour costings and monitoring overseas touring budgets
- Negotiating some financial terms with agents and tour promoters
- Drawing up and negotiating tour contracts with agents and tour promoters
- Drawing up contracts for conductors and soloists in respect of overseas work
- Undertaking such other duties as may reasonably be required by the Company

Overseeing the Concerts & Tours Administrator in the detailed logistical administration of the Orchestra's touring work, including:

- Drawing up personnel lists for airlines and travel companies, ensuring that deadlines are met
- Liaising with travel agents and with promoters to coordinate airline check-in arrangements and other requirements
- Drawing up instrument loading lists
- Drawing up and collating travel choice forms for the Orchestra, as necessary
- Coordinating individual travel requirements, as necessary
- Preparing hotel rooming lists; liaising with hotels, agents and promoters to ensure the Orchestra's requirements are met
- Liaising with the Orchestra's transport staff regarding arrangements for the instrument truck overseas, including obtaining van permits and arranging parking spaces
- Discussing stage plans and technical requirements with the transport staff, and with overseas agents and promoters as necessary
- Drawing up and collating instrument transport choice forms for the Orchestra

- Preparing and applying for ATA Carnets as necessary
- Obtaining export licenses as necessary
- Obtaining visas and work permits as necessary
- Obtaining documentation from the Arts Council, Inland Revenue and Charities' Commission as required

---

## **PERSON SPECIFICATION**

- Minimum of one year's previous experience of orchestral touring in the classical music field
- Ability to work on own initiative
- Ability to work as part of a team
- Meticulous attention to detail
- IT literate
- Willingness to work unsocial hours, including evenings and weekends
- Willingness to travel outside the UK
- A working knowledge of at least one European language (in addition to English) would be an advantage

## **ADDITIONAL INFORMATION**

- Salary: circa £25,000 per annum
- 20 days' holiday per annum, plus public holidays
- On satisfactory completion of a probationary period (generally 3 months) the Company will contribute 6% of salary to a qualifying pension scheme

---

## **APPLICATION PROCEDURE**

To apply, please email your CV and covering letter to Fiona Martin, Deputy Managing Director: [fiona.martin@philharmonia.co.uk](mailto:fiona.martin@philharmonia.co.uk)

Please include details of two referees in your application, stating at what point in the recruitment process each of them may be contacted (we will not contact your referees without your permission)

Deadline for applications: 17.00 on Monday 6 February

Interviews will be held on Friday 10 February

---

*The Philharmonia Orchestra is committed to equal opportunities. We are working to achieve diversity and welcome applications from all sections of the community.*