

philharmonia orchestra

ARTS MANAGEMENT TRAINING PROGRAMME

DIGITAL PROJECTS TRAINEE

The Philharmonia Orchestra is one of the world's busiest orchestras, giving over 100 concerts each year. Uniquely among the London orchestras, in addition to its subscription season at the Royal Festival Hall it has thriving regional residencies at De Montfort Hall, Leicester and the Corn Exchange, Bedford, as well as strong partnerships with other concert venues.

The Orchestra has a high profile internationally, and in the past year has visited countries including Japan, Abu Dhabi, Germany, Spain, France, Belgium, Amsterdam, Austria, Norway, Denmark, Sweden and Greece.

The Philharmonia is the world's most recorded orchestra, with a magnificent recorded legacy. The Orchestra recently launched an innovative programme to record many of its own concerts, which will be made available for download via the Orchestra's own website and on CD through a partnership with Signum Records. The Orchestra is also much in demand for film music and other recordings.

Throughout its 60 year history, the Philharmonia Orchestra has been committed to finding new ways to bring its live performance to audiences worldwide. The developing use of new technologies is vital in achieving this aim. Many millions of people since 1945 have enjoyed their first experience of classical music through a Philharmonia Orchestra recording, and in 2007 audiences can engage with the Orchestra through webcasts, podcasts, downloads, computer games and film scores as well as through the Orchestra's unique interactive music education website launched in 2005, The Sound Exchange (www.philharmonia.co.uk/thesoundexchange). In 2005 the Philharmonia became the first ever classical music organisation to be shortlisted for a BT Digital Music Award, and in the same year the Orchestra presented both the first ever fully interactive webcast and the first podcast by a UK orchestra. In September 2005 computer games with Philharmonia scores were at No. 1 and No. 2 in the national charts, while the Orchestra's scores for the last two Harry Potter computer games have both been nominated for BAFTA Awards.

Working within the Digital Department, the Digital Trainee will participate in this exciting and fast-expanding area of the Orchestra's activities, receiving training in the following areas:

Website administration

Liaising closely with the Digital Developer in maintaining The Sound Exchange website, updating pages, photos and other content.

- Assisting with the administration of the Orchestra's online projects, including scheduling, booking venues, producing and disseminating project information to musicians, workshop leaders and participants
- Attending some of the Orchestra's education workshops, concerts and events in schools and other venues; assisting the Project Manager with the smooth running of these events
- Assisting with the production of in-house publicity materials, copy for print work etc

Film Production

Learning all aspects of film production through assisting on our video podcast series and orchestral film shoots including:

- Location shooting
- Scripting / editing / interviewing
- Research
- Equipment hire and production planning / scheduling
- Shooting, lighting and sound recording
- Basic film editing, compression and distribution

General administrative tasks

- Assisting with event management and production for live digital events
- Providing administrative support to the Digital Department
- Assisting with the upkeep of Digital photo archives and web page filing systems
- Helping to maintain planning grids with website update notes
- Carrying out other related tasks as required.

The successful applicant will be able to demonstrate the following:

- An interest in and knowledge of music, including classical music
- A high level of computer literacy, and desire to learn new software
- An interest in the Internet, new technologies and new media
- An ability to work successfully as part of a team as well as to use own initiative
- An ability to prioritise a mixed workload and to work to tight deadlines
- High levels of literacy and numeracy, and excellent communication skills
- Sound organisational and administrative skills with attention to detail
- A flexible approach
- A willingness to have a 'hands-on' attitude during projects.

Previous experience in video or audio editing and recording, web design, and the use of graphic design or photo software would be an advantage, although we do not expect candidates to be proficient in all of these areas.

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