

Orchestral Driver Information for Candidates

The Royal Philharmonic Orchestra is one of the world's leading symphony orchestras with a reputation for excellence. We are seeking a responsible and experienced Orchestral Driver to join the Orchestra's Stage and Transport Management team in the Concerts Department. The ideal candidate will have extensive Category C & E driving experience in the UK and overseas and experience of loading and unloading fragile objects. This pack will provide candidates with the necessary information to make an application for this position.

BACKGROUND

Founded in 1946 by Sir Thomas Beecham, the Royal Philharmonic Orchestra (RPO) has enjoyed seventy years of success worldwide, giving first-class performances of a wide range of musical repertoire with artists of the highest calibre. Under the inspired leadership of Artistic Director and Principal Conductor Charles Dutoit, the Orchestra has a demanding schedule of concert performances, UK and international tours, community and education work and recording sessions.

"The Orchestra" for the purposes of this document refers to both the Royal Philharmonic Orchestra and the Royal Philharmonic Concert Orchestra.

Administratively, the Orchestra has a staff of around 30 working across concerts (artistic planning and logistics), marketing, business development, community and education, finance and administration.

For further information about the Orchestra please visit our website: www.rpo.co.uk

RPO CONCERTS DEPARTMENT

The RPO's Concerts Department is led by the Concerts Director and by the General Manager - Royal Philharmonic Concert Orchestra (RPCO). The Department manages all aspects of the RPO and RPCO: overseas Touring, UK Concerts, Recordings and Special Projects. The busy team has a high level of interaction with colleagues in all RPO Departments on a daily basis and in particular with RPO & RPCO musicians, promoters, venues and visiting artists. The Orchestral Driver reports to the Stage and Transport Manager who in turn reports to the Concerts Director.

ROLE

Position:	Orchestral Driver
Reports to:	Stage and Transport Manager
Location:	The RPO's warehouse at Unit 17, Metropolitan Way, Greenford, UB6 8UP and wherever the Orchestra may work or perform in the UK or abroad
Contract:	Full time, Permanent
Salary:	circa £26,000
Working hours:	The schedule for this position works around the commitments of the Orchestra and will require weekend and evening work. Driving time will be limited by the prevailing regulations.
Probationary period:	6 months

PURPOSE OF THE ROLE

The Orchestral Driver transports instruments and concert equipment safely in accordance with Orchestra requirements.

JOB OUTLINE

- Drive the RPO's instrument lorries - currently 15,000kg and 7,500kg box trucks – within the UK and on overseas tours
- Drive hired lorries when required, including when hired overseas for tours
- Drive vehicles to safety inspections, scheduled maintenance, MOTs and repairs
- Watch over load in and load outs, ensuring that musical instruments and concert equipment are loaded and unloaded in a safe and secure manner
- Assist with loading and unloading of the instruments when required by the work rota and within driver's regulated hours
- Park the RPO's instrument lorries inside the RPO warehouse when not at venues or travelling and park considerately, whether in allocated spaces at venues or elsewhere
- Adhere to all regulatory requirements and standards with regard to LGV driving both in the UK and wherever the Orchestra may be touring
- Hold export carnets and other documentation which may be required during the course of overseas tours
- Notify any reportable incidents to the Stage and Transport Manager, Finance Director and insurers promptly and provide information required for insurance claims
- Maintain the interior of the RPO lorries in good order
- Put good health and safety procedures into practice

PERSON SPECIFICATION

Essential

Experience

- Extensive driving experience in the UK and overseas
- Experience of handling international carnets and working with customs requirements
- Experience of loading and unloading vehicles
- Willingness to work irregular and unsocial hours, including evenings and weekends and to travel within the UK and internationally
- Attention to detail
- Ability to work well both independently and as a team player
- Physically fit
- A current valid passport
- The right to work in the UK

Education and Skills:

- Clean LGV drivers licence (Category C&E)
- Lifting and Handling experience

Desirable:

- Knowledge of the special care required in handling unique and fragile items
- Experience of driving an articulated truck

ADDITIONAL BENEFITS

- 20 days annual leave per annum, increasing to 25 days after 2 years of employment
- Bank holidays and entitlement to leave during the Company's annual (Christmas) shut down. When such dates coincide with a working day for the Orchestra which requires the Orchestral Driver presence, Time off in Lieu may be taken, by agreement with the Stage and Transport Manager
- The post holder will be auto-enrolled in the RPO's defined contribution pension scheme after a 3 month deferral period. Under existing legislation, there is an entitlement to opt out of the scheme. The RPO matches employee's contributions up to a maximum of 6% of salary
- Interest-free loan for an annual travel season ticket after the 6 month probationary period has been successfully completed
- Child Care Voucher scheme

APPLICATION PROCESS

The RPO is committed to equal opportunities and diversity in its workforce and welcomes applications from all sections of the community.

Please email your letter of application and CV to: recruitment@rpo.co.uk

All applications should be addressed to Louise Badger, Concerts Director. Please ensure that you attach your CV and covering letter as two separate documents, and in the email subject line enter "RPO Orchestral Driver".

CVs should include:

- Contact details, including email, and day and evening telephone/mobile numbers
- Details of education and qualifications, including professional qualifications where relevant
- Details of your employment history, including relevant roles and experience
- Relevant skills, achievements and training
- Confirmation of your notice period
- Names and contact details for two referees, including your existing or last employer. Please also state the capacity in which each referee is known to you, along with an indication of when in the application process you would be happy for us to contact them. Please note, that we will not contact your referees without your express permission
- An indication of current salary

Your cover letter should summarise your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.

The closing date for applications is **17.00 on Thursday 8th June 2017.** Interviews will be held on **Wednesday 14th June 2017.** We regret that we cannot acknowledge all applications. Only applicants required for interview will be notified.

The details contained in a candidate's application will, at all times, remain confidential and will be held in a secure place. Details provided to the Orchestra will be used to assess your suitability for the post applied for and will only be released to relevant personnel for that purpose. If your application results in successful recruitment to the post applied for, then those details will form the basis of your employee personnel file.