Tours Coordinator
Information for Candidates

ROLE

Position:	Tours Coordinator
Reports to:	RPO Tours Manager
Location:	Wembley Park, London, HA9 0BP or wherever the orchestra is working with the option to work up to two days per week from home subject to project requirements
Contract:	Full-time, Permanent
Salary range:	£28,000 - £32,000 per annum
Working hours:	9:30am – 5:30pm Monday - Friday plus travelling with the orchestras which may include evenings and weekends

APPLICATION AND INTERVIEW DATES

Application deadline:	Monday 7th December 2026, 5pm
First Round Interview:	Friday 11th December 2026
Second Round Interview:	Wednesday 16th December 2026
Format of application:	Apply at Tours Coordinator with a CV and cover letter addressed to Rose Hooks, Senior Tours Manager explaining your interest in and suitability for the role
Application information:	Please see our Guide for Applicants and our website www.rpo.co.uk Applicants must have the Right to Work in the UK

PURPOSE OF THE ROLE

The Tours Coordinator ensures that the administration and servicing of international touring projects and occasional UK tours for both the Royal Philharmonic Orchestra (RPO) and Royal Philharmonic Concert Orchestra (RPCO) is effective, timely and accurate and that there is organisational capacity to support events.

The Tours Coordinator works with the RPO Tours Manager (TM) and Projects and Tours Manager (PTM) on all aspects of logistical planning as well as the on-the-road delivery of touring projects and is a key point of contact for musicians.

JOB OUTLINE

To work closely with the RPO TM and PTM supporting on the day-to-day logistical planning as well as on-the-road delivery of all international and UK touring including:

TOUR ADMINISTRATION

- Maintain and update information on ArtsVision (the Orchestra's diary database) including orchestra, staff and artist personnel records, repertoire and orchestrations, tour schedule information and instrument records;

- Update and edit details of touring projects for the monthly booking schedule working to departmental deadlines and ensuring the accuracy of all details;

- Assist the TM and PTM in preparing tour and artist schedule drafts for review and assist in finalising the tour schedule for distribution;

- Assist with the preparation of artist contracts;

- Prepare and distribute information to musicians and staff in relation to tour documentation such as visas and A1 Certificates, manage the application process according to relevant deadlines and act as the primary point of contact;

- Ensure all tour documentation is filed and/or uploaded to ArtsVision and provide copies of all required documents to agents/promoters and other parties as necessary within specified deadlines;

- Liaise with the Stage Operations Manager and Senior Stage Manager on stage plans and technical requirements ensuring that they have all the relevant information from the tour agent/promoter;

- Distribute stage plans and compile technical riders for individual agents/promoters;

- Collate information from musicians, the Stage Operations Manager and Librarian in order to prepare the ATA carnet and ensure that all details are accurately recorded on the ArtsVision database;

- Research and book London rehearsal venues for all tours and accurately maintain the departmental spreadsheet for rehearsal venue bookings;

- Assist the TM and PTM with invoice processing, adhering to RPO's invoice workflow systems so that costs are recorded and artists and other suppliers are paid promptly;

- Prepare and distribute Personnel, Security and Parking Lists as required

TRAVEL AND ACCOMMODATION

- Assist the TM and PTM in researching and advising on travel and hotel options for the orchestra and visiting artists and assist with booking when required;

- Compile all hotel and flight lists, distribute them as appropriate to travel agents and/or promoters and ensure the accuracy of all travel and accommodation bookings;

- Administer all requests from musicians for deviations in travel and accommodation;

- Diarise all deadlines in relation to travel and accommodation bookings and ensure that these are met;

- Check all e-tickets for flights, train tickets etc. when issued and ensure that they are distributed as required

TOUR DELIVERY

- Attend rehearsals and UK and international tours with the RPO and RPCO as required;

- Assist and support the TM and PTM with group airport check-ins, hotel check-ins and transfer arrangements;

- Manage and coordinate concert ticket allocations and distribution for musicians, staff and respective artists on tour;

- Support in the coordination and successful delivery of all aspects of the tour schedule on-the-road, ensuring all tours run efficiently in collaboration with the TM and PTM

GENERAL DUTIES

- Answer queries from musicians in a timely fashion ensuring that they have all the necessary information they have requested;
- Liaise with the Marketing Department to provide promoters with biographies and photographs for RPO, RPCO and guest artists as required;
- Upload tour schedule documents to the RPO Hub intranet as required

OTHER DEPARTMENTAL DUTIES

- Assist with the correspondence of the TM and PTM and answer general enquiries from members of the Orchestra, agents, venues, promoters and general public as required;
- Contribute ideas and test upgrades in the development of the ArtsVision Touring Module;
- Participate in staff team activities and training;
- Contribute to the overall development of the RPO Concerts Department;
- Undertake such other duties as may reasonably be required by the Company

PERSON SPECIFICATION

Essential

The post-holder must be able to demonstrate the following:

- Rounded administration experience working within the arts sector for an orchestra, ensemble, agency, promoter or venue;
- Excellent organisational skills with attention to detail and a high level of accuracy;
- Excellent communication skills with the ability to clearly disseminate information and to converse with a wide range of stakeholders;
- Experience of working to deadlines and the ability to prioritise whilst also working across a range of demands on a daily basis;
- An ability to work well independently and as a team player;
- Good IT knowledge and ability to embrace new IT systems;
- Availability and willingness to travel with the Orchestra and hold a valid passport

Desirable

- Experience of working with orchestras, classical repertoire and musicians
- Experience of international touring or of making travel and accommodation arrangements for groups;

- Basic understanding of budgeting and finance systems;

- Educated to degree level or equivalent relevant experience

ADDITIONAL BENEFITS

- 25 days' annual leave per annum
- 8 Bank holidays
- Entitlement to leave during the Company's annual (Christmas) shut down (generally 3 days)
- Time off in lieu (TOIL) for work on weekends or Bank holidays
- Pension scheme with an employer contribution up to 6% salary
- Interest-free loan for an annual travel season ticket after 6 months