

## Job Description

### Tours Manager

#### ROLE

|               |                                                                                                                                                                             |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract      | Full-time, permanent                                                                                                                                                        |
| Salary range  | £40,000 - £47,000 per annum, according to experience.                                                                                                                       |
| Location      | 15 Rutherford Way, Wembley Park, London HA9 0BP or wherever the orchestra is working<br>With the option to work up to two days a week from home when operationally possible |
| Reports to    | Director of Artistic Planning & Partnerships                                                                                                                                |
| Working hours | 9.30am-5.30pm Monday to Friday plus evenings and weekends on a regular basis outside the UK                                                                                 |

#### APPLICATION AND INTERVIEW DATES

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application deadline    | Monday 23 November 2026, 5pm                                                                                                                                            |
| First Round Interview   | Wednesday 2 or Thursday 3 December 2026                                                                                                                                 |
| Second Round Interview  | Week commencing 7 December 2026                                                                                                                                         |
| Format of application   | Apply at <a href="#">RPO Tours Manager</a> with a CV and cover letter explaining your interest and suitability for the role                                             |
| Application information | Please see our <a href="#">Guide for Applicants</a> and our website <a href="http://www.rpo.co.uk">www.rpo.co.uk</a> . Applicants must have the Right to Work in the UK |

#### PURPOSE OF THE ROLE

The Tours Manager is responsible for Royal Philharmonic Orchestra (RPO) and Royal Philharmonic Concert Orchestra (RPCO) international tours as well as RPO Scotland and Ireland touring. The role leads the Tours team in planning for and delivery of projects.

## JOB OUTLINE

### Tour Management

- Liaise closely with concert promoters, agents, venues, travel providers and artists as necessary to ensure the successful planning and delivery of international tours and maintain the best possible relations with all key stakeholders
- Lead on the delivery of major tours, managing the team on the ground and delegating support responsibilities to team members where appropriate
- Lead on implementation of robust systems and processes across all international touring, identifying scope for streamlining and improving procedures
- Ensure that tour schedules are prepared on a timely basis and with effective liaison with all relevant internal and external parties, including tour promoters, agents and venues
- Review the Orchestra's monthly booking schedules, prior to issue, making sure that all necessary information relating to any touring projects has been included by Team members
- Oversee updates to ArtsVision (the Orchestra's diary database) for details of all RPO and RPCO touring projects including tour schedule information, details of artists, repertoire, orchestrations, address book, and personnel details and relevant documentation for each project
- Set the tour itinerary parameters for team members to work towards, including financial budgets, travel schedules and logistics, load-ins/outs and set-up as well as sufficient and appropriate rehearsal times and venues. Ensure that quotes and bookings are obtained and approved in a timely manner.
- Discuss and agree rehearsal orders and times with participating Artists, updating ArtsVision and relevant Team Members accordingly
- Oversee production of hotel and flight lists and other tour-related documents
- Oversee the compilation of all instrument and equipment details for each tour, including preparation and submission of ATA carnets, CITIES requirements/permits, musical instrument insurance cover, and manifests and truck permits
- Research visa/work permit requirements and effectively manage application procedures and timelines to ensure that all visas/work permits are obtained as required
- Liaise with the Stage Operations Manager to ensure that all instrument trucking and stage management requirements are agreed with the relevant tour promoter/agent and external trucking providers
- Oversee the timely production of all technical requirement forms and stage plans and confirmation of logistics and quotes for international cargo
- Ensure that per diems set for each tour are in agreement with the prevailing Musician Union rates or internally agreed levels and details confirmed to the Finance Department by the required processing dates

- Liaise with the Marketing Team to ensure concert programmes and other publicity materials are accurate and up-to-date, delegating where appropriate
- Ensure passport information and validity for all tour personnel is checked on a tour-by-tour basis and that effective procedures are in place to support musicians and staff with second passport applications as required
- Implement and maintain effective mechanisms for ensuring that A1 Certificates for tour party members are valid and that new applications and renewals of expired certificates are undertaken in advance of immediate requirements
- Acting as the focal point for monitoring and recording incidents arising on tours, including medical issues, damages and losses. Reporting to insurers and the Finance Director and updating the DAPP and MD.

### Finance and Budgets

- Create and manage detailed budgets and quotations for Tours and review project financial results against budget, providing assurance that costs are correctly allocated against projects
- Approve budgets and expenditure in accordance with the prevailing financial authority delegations and ensure that approval is obtained from additional signatories when required, before commitments are made
- Ensure appropriate contracts and terms of payment are successfully negotiated with tour promoters and venues
- Assist DAPP in booking artists and negotiating artists' and media fees as appropriate
- Liaise with the Finance Department to ensure appropriate tour-related tax documentation is provided to overseas tax offices, tour promoters and venues, as required
- Supervise the cycle of tour sales invoice requests, issuing and settlement
- Evaluate projects and report post-tour, including contributing to Arts Council England reporting, environmental impact reporting and Management Key Performance Indicators
- Work closely with the MD and DAPP on building a high-calibre network of promoters who engage the RPO internationally

### Leadership and Collaboration

- Line manage the Tours Coordinator
- Collaborate with the RPCO General Manager on preparations for RPCO tours
- Dotted line / task setting responsibilities to the Projects & Tours Manager. Offer guidance and support to Projects & Tours Manager for international touring projects as required
- Induct and train team members, when required
- Keep up to date with best practices in orchestra touring
- Contribute to Concert Department and Company initiatives

- Undertake such other duties as may reasonably be required by the Company

## PERSON SPECIFICATION

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

- Substantial proven experience in tour management in a similar capacity for an orchestra, ensemble, agency, promoter or venue including dealing with successive tour cycles and a track record of maintaining and improving tour practices;
- Knowledge of international visa, tax and administrative issues;
- Excellent organisational skills with attention to detail and a high level of accuracy;
- Excellent multi-tasking skills;
- Excellent communication skills and the ability to converse with a wide range of stakeholders;
- A good knowledge and understanding of the needs and requirements of the orchestra sector and orchestral repertoire;
- Ability to problem-solve under pressure and to quickly identify solutions;
- Ability to prioritise whilst also working across a range of demands on a daily basis;
- Ability to work well both independently and as a team player;
- Skilled at working to deadlines and the dissemination of information;
- Good level of numeracy and excellent IT skills including experience of working with Excel spreadsheets.

Desirable:

- Knowledge and experience of delivering tours across a range of different territories e.g. Europe, North America, Asia
- Experience of adapting to new software programmes (training will be provided);
- Experience of negotiating fees and expenses;
- An understanding of the self-governed orchestra business model;
- Working knowledge of current MU/ABO, BPI and PACT regulations.

## CONDITIONS

- 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