



Orchestra Administration Officer

Information for Applicants

December 2024



Welcome

Thank you for your interest in Bournemouth Symphony Orchestra (BSO) and the role of Orchestra Administration Officer.

You will be joining a highly committed team of people who work hard to support each other in helping to realise the Bournemouth Symphony Orchestra's mission *"To be a Cultural Beacon at the heart of our communities, in and beyond the concert hall."*

The 2024-25 season is an exciting time for the Orchestra especially as we have a new artistic team at the helm including Mark Wigglesworth as Chief Conductor, and Chloé van Soeterstède as Principal Guest Conductor.

The organisational approach, created by the people who work here, enables the BSO to continue to thrive, to further its award-winning Participate programme and establish an outstanding in-house digital team. We are challenging barriers to access by building a more inclusive musical world and the BSO continues to touch thousands of lives through our partnership-led work in our communities and reaching audiences through our Digital Concerts.

We hold the belief in the power of the arts and in the ability of music to transform lives. The BSO continues to ensure that individuals and communities across the South West and beyond are given opportunities to experience and access the joy, inspiration and sanctuary of live performance.

As a member of the Concerts team you would help shape the future of one of this country's most remarkable organisations.

A handwritten signature in black ink that reads "Dogie Scarfe." The signature is written in a cursive, flowing style.

Dogie Scarfe OBE DL
Chief Executive

About Bournemouth Symphony Orchestra

'The cultural heartbeat of the South West.' Darren Henley, Chief Executive of Arts Council England

One of the UK's best-loved orchestras, Bournemouth Symphony Orchestra is known for championing the role of culture in people's lives. Based at Lighthouse, Poole, the Orchestra has residencies in Bristol, Exeter, Portsmouth, Southampton, and Yeovil, and performs in towns and villages across the region. It is the largest cultural provider in the Southwest of England, serving one of the biggest and most diverse regions in the UK.

Celebrated globally for his outstanding musicianship, extraordinary interpretations, and breadth of repertoire, **Mark Wigglesworth's** appointment as Chief Conductor builds on the BSO's reputation for the highest quality music-making. The Orchestra boasts an enviable list of named conductors, including Principal Guest Conductor **Chloé van Soeterstède**, **Marin Alsop**, **David Hill MBE**, **Kirill Karabits OBE**, and **Andrew Litton**.

Committed to new music, the BSO has presented premiere performances of works by Franghiz Ali-Zadeh, Jonathan Dove, Magnus Lindberg, Anna Korsun, Elizabeth Ogonek, Shirley J. Thompson OBE, Mark-Anthony Turnage and Kate Whitley in recent years – and it's **Voices from the East** series has been recognised for unearthing lost symphonic works from eastern Europe and central Asia.

The BSO is known for championing access to high-quality music for all and leads hundreds of community-based events each year, from its award-winning work in health and care settings to partnerships with schools and music education hubs. In the 2024/25 season, it deepens its reach into local communities, including: a new residency in **partnership with NHS Dorset**; an expansion of its creative health work; and the extension of the **BSO Young Associates community music** training scheme. Following international attention for igniting change, **BSO Resound** – the world's first professional disabled-led ensemble at the core of a major orchestra, and winner of the 2019 Royal Philharmonic Society's Impact Award – continues to challenge perceptions.

For further information about the BSO please visit [bsolive.com](https://www.bsolive.com)

Living in the South West

Voted the best place to live in the UK in 2014 with miles and miles of sandy beaches, some of the best weather in the UK and the longest life expectancy in Britain, Dorset makes for a happy home. With over half the county designated as an Area of Outstanding Natural Beauty, no one can deny that Dorset is truly something special. The county also boasts 5 country parks too. Brownsea Island in Poole Harbour was voted Britain's favourite nature reserve in 2013 and the area around Wareham is recognised as the most botanically rich in the UK.

Dorset has nearly 100 miles of coastline with award winning, golden sandy beaches and Dorset's great outdoors provides a green gym, which is simply unrivalled in the UK.



Dorset has 364 more hours of sunshine throughout the year in comparison to the UK average.

With two Oscar winning Universities, Bournemouth has one of the fastest growing tech sectors in the UK.

Orchestra Administration Officer

Role Profile Orchestra Administration Officer

Reports to:	Concerts Manager
Hours:	Full-time, 5 days a week The option of 4.5 days a week would be considered.
Location:	Office-based at the Lighthouse in Poole, Dorset with occasional out of office work.

Main Purpose of the Job:

The role of this post is to provide administrative support for operational logistics and to run orchestral auditions, supporting the work of the Orchestra Managers and Concerts Manager.

A key team member of the busy Concerts Department, the Orchestra Administration Officer is directly involved with the smooth running of the BSO's programme of work.

Main Responsibilities:

Operational Logistics

- Co-ordinate technical specification letters for venues
- Arrange coach transport for the orchestra
- Arrange instrument hire and piano tuning
- Assist in the production and circulation of the orchestra's detailed schedules
- Arrange occasional group hotel bookings
- Maintain orchestra personnel information including PPL
- Collate instrument insurance details for members of the orchestra
- General administrative assistance, such as circulating player lists for venue security and concert programmes; allocating large instrument parking; handling day to day enquiries

Orchestral Auditions

- On instruction from senior management, place advertisements for contract vacancies
- Collate applications and circulate to the recruitment panel
- Arrange auditions for selected candidates, including venue bookings
- Manage communications with applicants
- Manage occasional auditions for freelance extra work

Person Specification

Essential Knowledge, Skills and Experience

- Knowledge of orchestral instruments and enthusiasm for symphonic music
- Attention to detail and ability to work to deadlines
- Good communication skills and ability to be a supportive member of the team
- The ability to be calm under pressure and manage conflicting priorities.
- IT skills essential.

Summary of Terms

Contract	Full-time, 5 days a week The option of 4.5 days a week would be considered pro rata.
Salary	£24,500
Notice period	Two months
Probation	The appointment is subject to a three-month probationary period
Pension	Personal Pension with an employer contribution (5%) and the option of salary exchange
Holidays	Annual leave entitlement of 20 working days, plus one extra day each year up to a total of 22 days. Plus statutory Bank Holidays
Location	BSO Head Office – Lighthouse, Poole's Centre for the Arts

Additional Benefits

- Generous Life Insurance which provides a life cover of 3 times salary
- 1 hour of free legal advice and 50% discount on Will writing and estate planning services
- Medical cover with Bupa Cash Plan
- Complimentary tickets to BSO concerts and theatre/cinema at the Lighthouse when available
- Free car parking close to BSO head office at Poole, Lighthouse.

To apply for this role please send a CV, Cover Letter and completed application form to nfulker@bsorchestra.co.uk by 1700 on Friday 10 January 2025. .

For an informal chat about the role please email Heather Duncan at hduncan@bsorchestra.co.uk