



## **BSO Participate Administrator**

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# 1. About the BSO and BSO Participate

## Championing culture in people's lives

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 is resident 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.

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, and Andrew Litton.

Beyond the concert hall, **BSO Participate** positively impacts the lives of people living across the 10,000 square miles of the Southwest of England. Every year, the BSO's award-winning programme creates over 50,000 opportunities for people throughout the life span from parents and babies to people at the end of life to experience, learn and create music – building connections, improving health & wellbeing and enriching creativity and learning.

With inclusion at the heart of all our work we actively challenge barriers to music, working with a wealth of specialist partners and a network of BSO Associate music leaders across the Southwest.

From interactive schools' performances and dementia friendly concerts, to inclusive rising talent and tailored health and wellbeing projects, BSO Participate takes exceptional music beyond the concert hall to the heart of our communities to enrich the cultural lives of people of all ages.

You will be joining a passionate and dedicated BSO Participate team - from our Head Office to our network of music leaders and musicians across the Southwest, in continuing to be at the forefront of championing access to high-quality music for all including award-winning work in health and care settings, accessible On Your Doorstep concerts connecting with rural communities, and partnerships with schools and music education hubs.

We're looking for someone with the right passion, confidence and potential, to support them to develop a dynamic career in arts administration.

## 2. Role Description

### BSO Participate Administrator

Salary: £23,000 - £27,000

Hours: Full time, with part time considered. Minimum of 3 days/week necessary in Head Office

#### Employee benefits include:

- Annual leave entitlement of 28 working days including bank holiday plus discretionary quota of leave between Christmas and New Year, increasing to 30 days after two years of employment.
- Personal Pension with an employer contribution (5%) and the option of salary exchange
- 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.

Reporting to: Joint Head of BSO Participate

**Key relationships:** Joint Heads of BSO Participate, Participate Programme Managers and Coordinators, BSO Associates, Orchestra and freelance musicians, Concerts, Development, Marketing and Finance.

#### Role Summary:

The BSO Participate Programme Administrator is a crucial support to the BSO Participate team in the planning, delivery, monitoring and evaluation of a busy and innovative programme. You will be leading on administrative duties for the team and for the programme to ensure the efficient delivery and development of inclusive programmes working with people of all ages and cross sector partners in education, healthcare, and the community.

#### Key responsibilities:

The BSO Participate Programme Administrator will lead on all administrative duties across BSO Participate, responsible for ensuring the smooth and effective delivery of a diverse programme. Key responsibilities include:

#### Communication

- Manage the Participate team and cars calendar and schedule regular Participate team meetings, circulating agenda and writing minutes
- Work with Joint Heads of Department to schedule regular BSO Associate online and in-person meetings
- Draft, manage and circulate 6-weekly Participate schedules to the Orchestra and BSO Head Office

- Be a key point of contact for BSO Participate – fielding programme enquiries in the office, through phone, email and in person
- Manage the BSO Participate information shared on the intranet as part of the Intranet working group

### **Financial administration**

- Generate and manage monthly Participate Fee Sheets, with Participate Managers, to ensure timely and accurate payment to all freelancers
- Manage Participate invoicing processes, to include processing and filing BSO Associate invoices and expenses and sales invoices
- Compile monthly Joint Heads of Department credit card statements

### **HR and Procedures**

- Manage an effective DBS system to ensure that all BSO staff (including BSO Participate, BSO Associates, musicians, and freelancers) have up to date DBS checks, creating supporting ID lanyards for BSO Participate events
- Represent Participate in BSO forums including but not limited to the Risk Assessment team and Health & Safety Committee, and share practice with team to ensure procedures and policies are followed
- Ensure that Participate's processes are adequate and fit with the values of the wider BSO organisation, and drive implementation of improvements where necessary

### **Programme administration**

- Work closely with Joint Heads of Department on ensemble concert administration including our BSO On Your Doorstep series and BSO Resound. To include venue liaison and site visits; marketing liaison; health and safety protocols; drafting risk assessments, briefing documents, and schedules.
- Work closely with Youth and School Senior Programme Manager on Young Associates and Creative Weekend programmes to include managing schedules (with relevant programme managers and coordinators), booking travel and accommodation, managing expenses, sourcing and booking venues
- Support the Participate team on event organisation and attendance as required

### **General**

- Responsible with Programme Managers and Heads of Department for ensuring that all Participate activities are accurately reported and monitored for key funders including Arts Council England
- Manage and maintain databases to assist with programme planning and development including OPAS (orchestra management system), Spektrix, Doddigital and Wordpress
- Support on evaluating events and programmes, including data management with participants, artists, and audiences, creating feedback forms and distributing to different groups.
- Artist support where needed including booking accommodation, assisting with travel, drafting and sharing briefing documents

### 3. Person Specification

#### Experience and Skills:

Highly confident spoken and written communicator with a range of people including participants, colleagues, artists and stakeholders	Essential
Excellent IT skills with proficiency in word, excel, outlook and confident using CRMs / information planning and management software (eg Spektrix, OPAS)	Essential
Confident in managing and processing financial data	Essential
An understanding of health and safety procedures and safeguarding	Essential
Experience in a creative/performing arts organisation in an administration role	Desirable
Experience working with and supporting people from diverse backgrounds	Desirable

#### Personal Attributes:

A passion and enthusiasm for the arts	Essential
A team player who thrives in supporting others and can anticipate need	Essential
Confident to work from a brief autonomously	Essential
Highly motivated and proactive	Essential
Proven organisational skills with an ability balance and prioritise multiple workstreams	Essential
High level of attention to detail	Essential
Confident in engaging with range of people of varying ages and from diverse backgrounds calmly and sensitively	Essential

#### General:

Availability and willingness to work occasional weekends when required	Essential
Current clean UK drivers licence	Desirable

#### The BSO is committed to equal opportunities and values diversity in its workforce.

We welcome applications from all sections of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic, and make appointments purely on ability to fulfil the role. We actively welcome applications from individuals with backgrounds currently underrepresented in the arts.

We are proud to be recognised as a Disability Confident employer, and are committed to making reasonable adjustments in the recruitment process.

## 4. How to Apply

Please visit <https://bsolive.com/jobs/> and complete the online application form and send to us with a cover letter referencing the Job Description and Person Specification.

Deadline for applications is 9am **Monday 25<sup>th</sup> November 2024**..

Interviews to be held in Poole or online on Monday 2<sup>nd</sup>/ Tues 3<sup>rd</sup>/ Weds 4<sup>th</sup> December. Interview questions can be provided in advance if successful.

If you would like more information or a friendly confidential chat about any aspect of the job before applying, please contact Lucy Warren at [lwarren@bsorchestra.co.uk](mailto:lwarren@bsorchestra.co.uk) to arrange a phone call. If you need any of the application documents in a different format or have any questions about or need support with the application process, please also get in touch.

The BSO is committed to safeguarding through safer recruitment. All our roles require the successful candidate to complete a Disclosure and Barring Check, the receipt of satisfactory references and be eligible to work in the UK.