



## **Planning and Artists Manager**

Information for Applicants

April 2025



### Welcome

Thank you for your interest in Bournemouth Symphony Orchestra (BSO) and the role of Planning and Artists Manager.

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."*

These are exciting times 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."

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. Each 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.

### Role Profile    Planning and Artists Manager

**Reports to:** Head of Concerts and Artistic Planning

**Location:** Full-time, office-based at the Lighthouse in Poole, Dorset

**Main Purpose of the Job:**

The Planning and Artists Manager works closely with the Head of Concerts and Artistic Planning. The Manager's three key areas of responsibility are:

- administration in support of planning the orchestra's schedule
- the management of world class artists, principally conductors and soloists
- administrating the bi-annual Assistant Conductor competition

This is a key role in the BSO's Concerts team which runs the Orchestra's full-time schedule of work based in the south west of England. The Orchestra's work includes a 22-week main season of symphonic concerts, high profile engagements, a summer opera season at Grange Festival, chamber concerts, recordings and broadcasts, regional and occasional international touring.

The BSO strives to offer a warm welcome to guest artists, to create the best possible working environment and a high standard of care. The Planning and Artists Manager plays a key role in achieving this.

**Main Responsibilities:**

**Planning**

To manage bookings of rehearsal, concert and recording venues, with particular responsibility for bookings at our home venue, the Lighthouse, Poole within the terms of the Residency Agreement.

To manage the issuing of contracts for venue bookings, engagements, recordings and broadcasts.

To administrate the BSO's bi-annual Assistant Conductor competition.

**Artists**

To manage all logistical arrangements for the Chief Conductor and guest artists who frequently travel from abroad to work with the BSO. This includes being the first point of contact for guest artists, ensuring all receive a warm welcome.

To manage the issuing of contracts and incoming invoices for guest artists.

To manage immigration applications and associated administration for guest artists.

Continued ...

## Planning and Artists Manager

---

To liaise closely with artists' agents and managers on arrangements such as travel, car transfers, hotel accommodation, access requirements, practice facilities and concert tickets.

For main season concerts at the Lighthouse Poole, to be part of the concerts team running the concerts on the night with special responsibility for artists and informal post-concert hospitality for artists.

### **General**

As above, to be part of the team running Wednesday evening main season concerts at Lighthouse, Poole. Otherwise, work outside normal office hours is occasional.

To work as part of the Concerts Department team, working with and supporting colleagues with the management and smooth running of the busy and complex schedule.

To liaise with other BSO departments.

To be able to respond to unforeseen circumstances which inevitably arise from time to time, for example, last minute arrangements should there be an artist cancellation.

To assist the Head of Concerts and Artistic Planning, and on occasion deputise for Head of Concerts and other members of the Concerts team.

To maintain appropriate files and records.

## Person Specification

### Essential Knowledge, Skills and Experience

- Experience of working in the classical music profession is preferred.
- High level of organisational skills.
- Attention to detail and ability to see tasks through to completion.
- Good communication skills and ability to have empathy with guest artists.
- The ability to be calm under pressure and manage conflicting priorities.
- Computer literacy.
- Valid driving licence.

### Summary of Terms

<b>Contract</b>	Full-time employment. To be worked within office hours and regular evening hours linked to engagements.
<b>Salary</b>	£26,000-£28,500
<b>Notice period</b>	Two months.
<b>Probation</b>	The appointment is subject to a two-month probationary period.
<b>Pension</b>	Personal Pension with an employer contribution (5%) and the option of salary exchange.
<b>Holidays</b>	Annual leave entitlement of 28 working days including bank holidays, plus one extra day each year up to a total of 30 days.
<b>Location</b>	BSO Head Office – Lighthouse, Poole's Centre for the Arts.

#### Additional Benefits

- 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
- Opportunity to be part of the Diversity Champions or BSO Green Team to drive forward our commitment to Equality, Diversity and Inclusion and the Environment, or a Mental Health First Aider.

To apply for this role please send a CV, Cover Letter and completed application form to [nfulker@bsorchestra.co.uk](mailto:nfulker@bsorchestra.co.uk) by 1700 on Monday 12 May 2025.

For an informal chat about the role please email Heather Duncan at [hduncan@bsorchestra.co.uk](mailto:hduncan@bsorchestra.co.uk)