



Assistant Orchestra Manager

Job Application Pack

July 2024

Welcome



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

I have an unshakeable belief that music has the power to change people's lives. I have personally witnessed it.

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.*"

I joined Bournemouth Symphony Orchestra 12 years ago because of its high artistic values, outstanding Chief Conductor Kirill Karabits, and its international reputation. Its tradition of world-class music making had captured the respect and regard of audiences far and wide.

Since then, the BSO has gone from strength to strength. 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. In the autumn of 2024 we look forward to the start of Mark Wigglesworth's tenure as Chief Conductor, and Chloé van Soeterstède as Principal Guest Conductor.

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

Dougie Scarfe
Chief Executive

About Bournemouth Symphony Orchestra

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

Since 1893, Bournemouth Symphony Orchestra has represented artistic excellence. Throughout its illustrious history, BSO has worked with the finest composers, conductors and musicians in the world.

As an Orchestra, BSO's reach is exceptional: performing over 90 symphonic performances a year and 30 On Your Doorstep ensemble concerts in over 40 venues across the south and south west. BSO performs to 5,000 audience members a week through its main venue concerts. The exceptional Participate work of the BSO delivers literally hundreds of workshops in many different community settings, working in close collaboration with regional partners.

The Orchestra's music-making headquarters is based at Lighthouse, Poole's Centre for the Arts. Three-quarters of its artistic output is exported and performed across the length and breadth of the UK.

BSO attracts significant praise for its artistic output. The Telegraph wrote, *'No other regional British orchestras - few London ones, for that matter - offer more interesting programming than the Bournemouth Symphony Orchestra.'*

The trail-blazing response throughout the pandemic cemented the BSO's reputation as an innovative and enterprising organisation, attracting praise from Arts Council England, the government, national media and visiting artists alike.

The name of Bournemouth Symphony Orchestra is known across the world thanks to its broadcasting and media partnerships, which include BBC Radio 3 and Classic FM.

August 2024 sees Kirill Karabits' final concert as Chief Conductor, concluding an highly acclaimed 15 year tenure. Kirill takes on a new position with the BSO of Conductor Laureate and Artistic Director of Voices from the East.

From September 2024, Mark Wigglesworth, takes the helm as the BSO's Chief Conductor. Chloé van Soeterstède succeeds Mark as the BSO's Principal Guest Conductor.

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.

Assistant Orchestra Manager

Role Profile Assistant Orchestra Manager

Reports to: Orchestra Manager

Location: Full-time, working from the BSO offices at the Lighthouse in Poole, and at home, with regular UK travel, irregular hours and some evenings and weekends.

Main Purpose of the Job:

Working closely with the Orchestra Manager, the Assistant Orchestra Manager will assist in the management of the Bournemouth Symphony Orchestra's contracted and freelance musicians. This is a great opportunity to work with eminent international musicians and artists, and to be part of this exciting award-winning organisation.

The two orchestra managers will work closely together to ensure the best service for musicians and ensuring continuous orchestra management cover as necessary.

The Assistant Orchestra Manager will regularly attend rehearsals and concerts, ensuring the smooth running of all orchestra calls.

The Assistant Orchestra Manager will be a member of the Concerts Department team, reporting to the Orchestra Manager and working closely with other members of the department.

Main Responsibilities:

Engage freelance musicians, in consultation with Orchestra Manager and orchestra principals.

Be first point of contact for these musicians, with out of hours availability via the Assistant Orchestra Manager's mobile phone and email.

Calculate payment for freelance players on a weekly basis, providing payment information to the Finance Department.

Work with Orchestra Manager and section principals in devising and maintaining fixing lists.

Particular responsibility for fixing and concert duty for smaller ensemble concerts, working closely with the BSO's Participation Department.

Continued ...

Assistant Orchestra Manager

Assist Orchestra Manager with short notice fixing of orchestra positions as the need arises.

Assist with freelance personnel administration such as sending schedules, gathering data.

Assist the Orchestra Manager with annual budgeting of freelance costs.

Work with the company's computer systems to monitor orchestral attendance.

Ensure timely and accurate personnel information is available to the Concerts Department.

Carry out venue risk assessments at rehearsal and concert venues as required.

Be on duty, shared with the Orchestra Manager, to ensure the smooth running of orchestra calls. This includes managing the start and running of concerts, working with front of house staff at concert venues, the BSO's digital team and broadcasters.

Assist Orchestra Manager with administration of contract players.

Orchestra Manager and Assistant Orchestra Manager provide cover to enable each other to have quality time off from the fixing mobile phones.

To operate with full regard for BSO company policy and BSO/MU agreements.

Work with the Head of Human Resources who offers both orchestra managers support on personnel matters and health and safety.

Person Specification

Essential Knowledge, Skills and Experience

- Previous experience of working with professional musicians and a good knowledge of orchestral repertoire are essential.
- Consistent accuracy and attention to detail are essential in all aspects of the job.
- A willingness to work irregular hours, evenings and weekends is essential.
- Excellent communication skills, patience and empathy are required, as is a sense of humour.
- The post requires the ability to be calm under pressure and manage conflicting priorities.
- A current driving licence valid for the UK is essential.

Preferred Knowledge, Skills and Experience

- Experience of engaging professional musicians.
- Experience of using OPAS.
- A working knowledge of MU agreements.

If you would like an informal confidential conversation about the role please contact Kat Wallace, Orchestra Manager on 07864 609084 or kwallace@bsorchestra.co.uk.

Summary of Terms

Contract	Full-time employment
Salary	£26,000-£28,000 dependent on experience
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 25 working days plus days equivalent to statutory bank holidays.
Location	BSO Head Office – Lighthouse, Poole's Centre for the Arts

Additional Benefits

- Life Insurance which provides a life cover of 3 times salary.
- Access to the BSO's health and wellbeing programme
- Medical cover from Bupa, a cash plan scheme providing money for a large range of treatments (see BSO health plan for details).
- Parking at BSO Head Office – Lighthouse, Poole or equivalent parking permit.
- Complimentary tickets to BSO concerts and theatre/cinema at the Lighthouse when available.

To apply for this role please send a CV, Cover Letter and completed application form to: Natalie Wright
nwright@bsorchestra.co.uk by 10.00am Mon 9 September 2024.

The Application form is available at bsolive.com/jobs

First Interviews to be held online on Friday 13 September 2024.