



Concerts Manager

Information for Applicants

November 2024



Welcome

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

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.

Role Profile Concerts Manager

Reports to: Head of Concerts and Artistic Planning

Location: Full-time, office-based at the Lighthouse in Poole, Dorset with some out of office work.

Main Purpose of the Job:

The role of this post in the BSO's busy Concerts Department is to manage and co-ordinate day to day scheduling and logistics of all activities of the full-time Bournemouth Symphony Orchestra. The role forms an important link between advance planning and the delivery of the orchestra's rehearsals, concerts, livestreams, recording sessions, broadcasts, travel and associated activity.

Main Responsibilities:

Devise the orchestra's detailed duty sheets, based on the advance schedule, working closely with the Head of Concerts and the BSO's Participate Team.

Liaise with artists' agents to determine appropriate rehearsal schedules and orders, and similar detailed arrangements regarding orchestrations, instrument requirements and piano rehearsals.

Maintain a detailed working knowledge of the BSO/MU Orchestral Agreement and other key MU agreements, and ensure that schedules comply with the appropriate agreements.

Plan and co-ordinate venue and stage logistics for each event in conjunction with the Stage Managers, Orchestra Managers, other Concerts Department staff and outside venues.

Work with the Head of Concerts and Stage Managers in assessing new concert and rehearsal venues, with advance visits and consideration of all practical requirements. Carry out risk assessments as required.

With the administrative support of the Orchestra Administration Officer, ensure the timely production of orchestra and technical schedules.

Maintain good working relationships with staff at all concert venues, particularly BSO's home venue, the Lighthouse in Poole.

Contribute to company Health and Safety, and Noise committees.

Concerts Manager

Be first point of contact regarding logistical arrangements for BBC broadcast teams and recording teams and maintain a close working relationship with the BSO's digital team.

Oversee the hire of instruments as required.

Act as Tour Manager for occasional foreign tours.

Deputise occasionally for the Orchestra Manager or Head of Concerts at rehearsals and concerts.

Person Specification

Essential Knowledge, Skills and Experience

- Previous experience of working with professional orchestras and knowledge of symphonic repertoire is required.
- Essential skills include: Attention to detail, a keen understanding of working to deadlines.
- The ability to be calm under pressure and manage conflicting priorities.
- The role requires good communication skills and the ability to form productive working relationships with a wide variety of people.
- IT skills essential. The post will involve the use of the software OPAS (Orchestral Planning and Administration Software). Previous experience of OPAS would be useful but not essential.
- A current valid driving licence is essential

Summary of Terms

Contract	Full-time employment
Salary	£32,000-£35,000 dependent on experience.
Notice period	Three 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 28 working days including bank holidays, plus one extra day each year up to a total of 30 days.
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 nwright@bsorchestra.co.uk by Monday 16 December 2024.

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