



Information for Applicants

Communications Officer

August 2019



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Welcome from the Chief Executive

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 small but highly successful team of people who work hard supporting each other to realise Bournemouth Symphony Orchestra's mission to be a Cultural Beacon at the heart of our communities, enhancing lives through music.

Bournemouth Symphony Orchestra (BSO) is an orchestra with extra-ordinary reach and a remit that makes it truly unique amongst all UK Orchestras.

I joined Bournemouth Symphony Orchestra in 2012 because of its high artistic values, outstanding Chief Conductor and international reputation. Its tradition of world-class music making has captured the respect and regard of audiences both nationally and internationally.

Last year, Darren Henley, Chief Executive of the Arts Council England, described Bournemouth Symphony Orchestra as "the cultural heartbeat of the South West".

I am also personally passionate about the excellent programme of education and community engagement the BSO has established over the last 25 years. BSO's pioneering programme of education, participation and community engagement BSO Participate has reached over 74,000 people, children and young people in and beyond the concert hall last year. The impact of its work has ensured the BSO's passage to the very heart of the social fabric and regional identity of the South West.

I hope you will join me and the wider Orchestra as we open the next exciting chapter of this remarkable organisation.

Dougie Scarfe

Chief Executive

About Bournemouth Symphony Orchestra

"No other regional British orchestras – few London ones for that matter – offer more interesting programming than the Bournemouth Symphony Orchestra" The Daily Telegraph

Chief Conductor Kirill Karabits

Young Conductor in Association Marta Gardolińska

Associate Guest Conductor David Hill

Conductor Emeritus Marin Alsop

Conductor Laureate Andrew Litton

Bournemouth Symphony Orchestra is a world-class ensemble known for spearheading change both on and off the stage since 1893.

The Orchestra is highly regarded for its ambitious programming and recordings, with its Prokofiev cycle and survey of Eastern European music under the baton of Chief Conductor Kirill Karabits receiving recent acclaim. The BSO serves a 10,000-square mile region, touring around 140 performances each year to audiences in South West England and beyond. The BSO also offers a number of smaller ensembles, including BSO Resound, the disabled-led ensemble pushing the boundaries of performance practice, and Kokoro, a contemporary chamber ensemble.

A bold champion of new talent the BSO boasts an enviable list of principal conductors, from Marin Alsop – the first female principal conductor of a major UK orchestra – to Constantin Silvestri, Paavo Berglund and Andrew Litton. It has given memorable performances at Carnegie Hall, the Musikverein, and Rudolfinum, and gives regular live broadcasts on BBC Radio 3 and Classic FM.

A commissioner of new music, the BSO has worked with composers Mark Anthony Turnage, Sally Beamish and James Macmillan in recent years. Founded by Sir Dan Godfrey, the BSO has remained a cornerstone of British orchestral music; it welcomed Elgar, Holst, Ethel Smyth, Tippett and Vaughan Williams to the region, and counts Bartók, Rachmaninov, Sibelius and Stravinsky amongst past collaborators.

The BSO's discography charts a number of landmark moments in 20th-century music including its pioneering 1914 recordings under Dan Godfrey for HMV; seminal performances of Nordic works with Paavo Berglund in the 1970s; to a survey of American and Soviet works – under Litton, Alsop and Karabits - from the 1980s to the present day. Key recordings include: Elgar/Payne Symphony No.3 under Paul Daniel; Tchaikovsky's Piano Concerto No.2 with Peter Donohoe, Nigel Kennedy and Steven Isserlis under the baton of Simon Rattle; Shostakovich and Glazunov with Nicola Benedetti; and Marin Alsop's interpretation of Bernstein's Chichester Psalms.

Changing lives through the power of music remains at the core of all that the BSO does. The Orchestra were Alzheimer's Society's 'Dementia Friendly Organisation of the Year' in 2017, before presenting the world's first professional disabled-led ensemble at the BBC Proms in

2018. Known for its work in defining the modern symphony orchestra, BSO Participate – who work with all ages off the stage - is internationally recognised as an act to follow. Over 650 community workshops and events take place each year across the BSO's vast region, enhancing thousands of lives each year.

Communications Officer

Job Description

Reports to: Communications Manager

Main Function

To assist the Communications Manager in implementing the communications strategy to secure wide-reaching, positive national and regional PR for the Company and its work.

Responsibilities

Press and Public Relations

- Work with the Communications Manager to devise and implement effective press campaigns for BSO's priority programmes, products and services
- Assist with the scheduling and delivery of all BSO media activity
- Act as a point of contact for all media enquiries to the organisation
- Research, write, upload and distribute press releases, news stories and interviews
- Contact artist agents for images, quotes and interviews
- Responsible for managing list of press contacts and nurturing relationships
- Manage concert reviews and press ticket requests
- Responsible for collation of press cuttings and coverage reports
- Oversee media opportunities involving BSO musicians or members of staff

Organisational Communications

- Assist with the production of BSO publications managed by Communications Manager
- Assist in the research, writing, editing, production, distribution of Annual Report and Quaternote Magazine.
- Contribute to the BSO's website and play a role in social media communications strategy in conjunction with the Communications Manager, Marketing, BSO Participate and Development teams.
- Manage the BSO Blog, writing and publishing regular content
- Support photography and filming of organisational projects

Other Duties

- Telephone answering (on a rota basis with all office staff) replying to general enquiry emails
- Assist Communications Manager with day-to-day tasks and correspondence
- Undertake other duties as requested by the Chief Executive and other members of Senior Management
- Undertake any other duties which may be reasonably required in the position.

Personal Specification

Essential Knowledge, Skills and Experience

- ◆ A keen interest in public relations and current affairs, with an understanding of the media landscape.
- ◆ Excellent writing, creative copy-writing and proofing skills.
- ◆ Strong organisational, planning and time-management skills.
- ◆ An evident interest in the Arts and/or classical music.
- ◆ Excellent interpersonal skills, possessing tact and diplomacy.
- ◆ Experience of working with journalists is desirable.
- ◆ Proven ability in building working relationships with colleagues.
- ◆ Practical knowledge and experience of IT systems (Word, Excel, Powerpoint, Outlook, Internet) and social media platforms.
- ◆ Must be willing to travel - Full driving licence essential.

How to Apply

Role: Communications Officer

Salary:	£16,000 – £18,000 depending on experience
Location:	Poole
Contract type:	Permanent
Hours:	Full time

Join a successful Communications Team and a dynamic arts charity that has been described as 'the cultural heartbeat of the South West' and 'one of this country's cultural miracles'.

Working closely with the Communications Manager, you will set up press interviews, write engaging copy for print and online, and assist in producing magazine publications. This is an exciting role which plays a key part in telling the story of this prestigious orchestra, its work, its impact, its engagement and its extraordinary reach.

The successful candidate will ideally have some experience of working in Communications and PR and a keen interest in the arts and/or classical music. Strong communication skills together with excellent interpersonal and organisation skills are essential. You should be computer literate and hold a full clean driving licence.

An application form is available at www.bsolive.com/jobs/ which should be sent with your CV and supporting statement explaining why you think you're the right person for this role to Natalie Wright at nwright@bsorchestra.co.uk

Bournemouth Symphony Orchestra is an equal opportunities employer. Please let us know if you have any special requirements which we might need to consider in relation to the recruitment and selection process.

The closing dated for completed applications is 10am on Tuesday 3 September 2019

Interviews will be held in Poole

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