



JOB DESCRIPTION

BSO PARTICIPATE INTERN (reporting to Participate Programme Manager)

As a Participate Intern at the Bournemouth Symphony Orchestra (BSO), you have the chance to work as part of the highly successful Administrative team of a world class orchestra, and will gain a broad understanding of the role of the Participate department across our 5 strands of work and its aims within the overall Orchestra Administration and Management.

BSO Participate

BSO has over 25 years of experience in running education and community programmes and BSO Participate is the Orchestra's latest way to make a significant contribution to communities across the South West. BSO Participate reaches thousands of adults and children every year. It aims to engage communities, enabling diverse groups of people to interact positively with all aspects of BSO's music-making and expand their knowledge of classical repertoire. Activities range from inspirational workshops in schools to special performances in care homes, and especially focus on those in the community who would not otherwise experience high-quality musical activity. The geographical focus for Participate covers Hampshire, Bristol, Gloucestershire, Somerset, Dorset, Wiltshire, Devon and Cornwall.

BSO Participate consists of five principal strands:

BSO BBs – this new strand in development for 2016 delivery will provide creative and musical play activities for antenatal to five-year-olds and 'cushion concerts' for parents and carers who want a strong cultural experience;

BSO Blast – this strand supports the 18 Music Education Hubs in the South West to offer every child and young person aged 5-18 years high quality music education and participatory opportunities, both in and outside of schools. This is characterised by intensive all day workshops in schools, specialist classes for A-level students, schools performances, side by side mentoring and support by BSO's professional musicians and access to expert educationalists such as community musicians and a specialist children's composer. BSO Blast offers a refreshing and flexible menu of opportunities designed to develop and enhance young people's appreciation of music, their skills and personal ambitions;

BSO Rising Talent – this strand engages highly talented young musicians, composers, conductors and support staff to offer them a first step in their musical careers. This includes the provision of bursaries and specialist training for young conductors, work with the South

West Music School and Trinity Laban to develop musical and associated skills, and internships for those wishing to work in music related marketing, fundraising and education work;

BSO Resonate – this strand revolves around three strong themes of family, community and residency. Engagement with families is carried out through concerts and participatory activities, which are delivered across the South West region in small to mid-scale venues and through the creation of family orchestras. Within the community, BSO runs the Rusty & Not So Rusty Musicians project, where amateur musicians are invited to perform alongside the full Orchestra and benefit from specialist coaching during rehearsals. The residency theme involves BSO delivering work away from its base in Poole to fully engage with disparate communities across the South West;

BSO Boost – this strand works across the Arts and Health agenda with four key areas of development. These involve work with people with dementia, isolated individuals, older people with hearing problems, and people living with or after cancer. For example, Tea Dances for isolated individuals and tailored activities for young and older people in hospitals and hospices.

Main Responsibilities:

This role will experience all elements of BSO Participate:

Key roles will include:

- Work with the Participate Team across all strands of work with particular focus on community health and well-being.
- Working with the Participate Programme Manager on the coordination of project delivery such as dementia friendly concerts and family orchestra.
- To assist with the organisation and scheduling of pre-concert talks
- Support the Participate and Musician teams during residency programmes
- To assist in the booking of musicians and venues
- To assist in marketing and evaluating events including the Participate section of website
- To develop and maintain databases
- To assist with mail-outs and mail drops
- To answer the telephone and deal with client and public enquiries
- To carry out any other duties as required.

PERSON SPECIFICATION

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A keen interest in the arts and the classical music world **Essential**

A full, clean driving licence **Essential**

Strong communication (written and oral), inter-personal and organisational skills **Essential**

Computer literate: Internet, Email, Microsoft Office and database applications **Desirable**

Availability and willingness to work occasional evenings and weekends and flexible days of the week. **Essential**