



## BSO Participate Administrator

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### About Bournemouth Symphony Orchestra

*'The cultural heartbeat of the South West.'*

Darren Henley, Chief Executive of Arts Council England

Bournemouth Symphony Orchestra was founded in 1893 and throughout its illustrious history has worked with the finest composers, conductors and musicians in the world. As an Orchestra, the BSO's reach is exceptional. Beyond the concert hall, the BSO's mission is to inspire and nurture the musical ambitions of people resident across the 10,000 square miles of the South and South West of England.

In the 2018/19 concert season, the BSO gave 130 performances in over 38 cities, towns and villages across the South West and beyond, making it the most prolific orchestra in the UK and one of the most prolific in the world. Each year, BSO Participate engages over 80,000 adults and children in projects and this pioneering work aims to give everyone, irrespective of age, health or financial circumstance, the opportunity to gain access to BSO's world class music.

In November 2017, BSO was recognised as the Alzheimer's Society's Dementia-Friendly Organisation of the Year for its work in support of people living with dementia. In March 2018 BSO launched BSO Resound, the world's first disabled-led ensemble as a core of a major symphony orchestra, who had their profile at the BBC Proms that year, making history as the first disabled-led group to play at the festival. BSO's trail-blazing work beyond the concert hall is earning BSO a reputation as one of the most significant and exciting of cultural assets in the UK.

Following the first national lockdown in 2020, the BSO was one of the first British ensembles to broadcast its live performances with the creation of a pop-up digital studio. During the first six months of its inaugural livestreamed series, the BSO sold 38,000 digital tickets to audiences around the world; the Orchestra increased its audience by almost 30% during the period, with 65,000 views of its performances.

This digital strength and the retraining of the BSO Participate team has supported the continued engagement with schools, care homes, and young musicians in the BSO's home region whilst also enabling worldwide reach as far as Nigeria , Columbia and Singapore. Innovative programmes have included digital GCSE set-works analysis and performance videos; Digital Cake Concerts featuring relaxed performances produced specifically for people living with dementia; An Audience With... musicians from each section of the orchestra in conversation and performance with a live online audience of young musicians; and the inaugural Explore the Orchestra: a five-part series of free interactive concerts for primary schools and families accessed by over 260 schools across the country.

June 2021

## BSO Participate Administrator

**Salary:** £14,500 - £17,500 (2-year fixed term)

**Hours:** Full time, with all types of flexible working considered

### Employee benefits include:

- Annual leave entitlement of 28 working days including bank holidays, which will increase with one additional day for each year of service up to 30 working days;
- Discretionary quota of leave between Christmas and New Year, usually giving an additional 3 or 4 days leave depending upon where Christmas day falls;
- 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;
- Access to the BSO's health and wellbeing programme which includes an Orchestra Doctor, on-site masseuse, on-site yoga and a discount with a local physiotherapist;
- Medical cover from Mediacash, a cash plan scheme providing money for a large range of treatments including dental treatments, optical care, specialist consultations, diagnostic tests and scans, chiropody, prescriptions, inoculations and flu jabs, health screening, complementary therapy such as physiotherapy, sports massage, acupuncture, osteopathy and chiropractic treatment and alternative therapies such as reflexology, reiki, Indian head massage, Bowen and Alexandra technique, homeopathy, allergy testing and hypnotherapy as part of a treatment plan;
- Free Will writing service and initial legal consultation covering a number of areas of law;
- Employee discount and cash back scheme on high street brands and companies;
- Complimentary tickets to BSO concerts and theatre/cinema at the Lighthouse when available;
- Free car parking close to BSO head office at Poole, Lighthouse.

**Reporting to:** BSO Participate Programme Manager (Schools and Young People), with dotted line to BSO Participate Programme Manager (Community, Health and Wellbeing) and Head of BSO Participate

**Key relationships:** Head of BSO Participate, BSO Participate Programme Managers, BSO Participate Programme Coordinators, BSO Associates, Orchestra and freelance musicians, Concerts, Marketing and Development

### Background to the role:

This role will support the BSO Participate team in the planning, delivery, monitoring and evaluation of a busy and innovative programme. You will be leading on administrative duties to ensure the efficient development of programmes of work with a diverse range of participants including children and young people, families, people experiencing mental health

issues, older people, and people living with dementia. BSO Participate, along with the whole company, has also developed a significant digital programme over the last year, and the programme will continue to deliver both digital and in-person activity.

### **Key responsibilities:**

The BSO Participate administrator will lead on all administrative duties across BSO Participate to ensure the smooth and effective delivery of a busy and diverse programme, key responsibilities to include:

- Coordinating regular Participate team meetings (currently online)
- Supporting on evaluating events and programmes, including data management with participants, artists, and audiences
- Supporting BSO Participate team in financial administration including processing invoices, artists' expenses, and other financial admin as necessary
- Leading on ensuring all BSO Participate staff including Associates, musicians, and freelancers have up to date DBS checks
- Managing and maintaining databases to assist with programme planning and development including OPAS (internal organisation calendar), Spektrix (ticketing software)
- Logging information to enable accurate record keeping including monitoring figures for funders
- Assisting with BSO Participate programme enquiries through phone, email and in person
- Compiling data sets, reports, and case studies for internal and external advocacy of the programme
- Supporting with hands-on delivery of the programme where necessary

## Person Specification

### Experience and Skills:

Confident spoken and written communicator, with a range of people including participants, colleagues, artists and stakeholders	Essential
Excellent digital skills – confident in word processing, Excel, basic website design	Essential
Musician or background in music	Desirable
Experience of working within creative/ performing arts organisations in an administrative role	Desirable
Experience of working with artists	Desirable
Experience of working with and supporting people from diverse backgrounds	Desirable

### Personal Attributes:

Proven interest and enthusiasm for working with music and with people	Essential
Excellent team working skills and the confidence to work independently where required	Essential
Highly motivated and proactive	Essential
Proven organisational skills with an ability to prioritise workload	Essential
High level of attention to detail	Essential
Confidence to engage with range of people of varying ages and from diverse backgrounds calmly and sensitively	Desirable

### General:

Availability and willingness to work evenings/ weekends when required	Essential
Current clean UK drivers licence	Highly Desirable

## To Apply

Please visit <https://bsolive.com/jobs/> and complete the online application form referencing the Job Description and Person Specification.

Deadline for applications is Friday 23<sup>rd</sup> July 5pm.

Interviews to be held in Poole or online Friday 30<sup>th</sup> July.