



BSO Participate Programme Coordinator

1. About Bournemouth Symphony Orchestra and BSO Participate
2. Job Description
3. Person Specification
4. How to Apply

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 enjoyed by over 350 schools across the UK.

You will be joining the BSO Participate team at a very exciting time in a role full of opportunity to make your mark in a pioneering programme.

June 2021

BSO Participate Programme Coordinator – Ensembles, Community and Health & Wellbeing

Salary: £19,100

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 the BSO Head Office at Lighthouse, Poole.

Reporting to: BSO Participate Programme Manager – Community, Health and Wellbeing, with dotted line to Head of BSO Participate

Key relationships: BSO Participate Programme Managers, Head of BSO Participate, BSO Participate Programme Coordinator (Schools and Young People), BSO Participate Administrator, BSO Associates, orchestra and freelance musicians, Concerts, Marketing and Development

Background to the role:

This role will experience all elements of BSO Participate, with key responsibilities for supporting work with ensembles including BSO Resound, and for working with the Community and Health & Wellbeing Programme Manager to programme, deliver and

evaluate a dynamic and innovative programme. You will be working with the Head Office team; with BSO Associate musicians and partners from across the South West; with BSO Resound; and with participants including 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

Main Responsibilities:

- Working with the Participate Programme Manager on the coordination of project delivery such as dementia-friendly concerts; BSO community Family, Recovery, and Prescription Orchestras; Rusty Musicians days; community choir BSO Voices
- Working with the Head of Participate and other company colleagues to lead on the coordination of BSO Resound activity, including liaising with and supporting musicians, scheduling rehearsals, coordinating payments, managing briefings and schedules
- Supporting the Participate and musician teams during intensive residency programmes across the South West including in Cornwall and Somerset
- Supporting the Participate team in coordinating community ensemble BSO On Your Doorstep performances across the region including family concerts, pyjama concerts, and relaxed performances
- Supporting the ongoing development of digital programmes of work to increase the reach and impact of BSO Participate

Advocacy, Administration & Evaluation:

- Leading on evaluating events and programmes, including data management with participants, artists, and audiences
- Identifying key messages, case studies and stories from the relevant programme strands, and working with BSO marketing/communications colleagues to advocate for the work for inclusion in internal and external communications
- Logging information to enable accurate record keeping on the Participate Diary, OPAS, invoicing, ACE monitoring figures, Spektrix
- Working with the Programme Manager to keep all relevant partners and stakeholders informed about the work of particular programme strands and wider work of BSO Participate
- Assisting with BSO Participate programme enquiries through phone, email and in person

General:

- Supporting the BSO team in all aspects of programme delivery where necessary
- Being an advocate for the work of the company and department internally and externally

Person Specification

Experience and Skills:

Experience of multi-tasking and balancing programme delivery and administrative duties	Essential
Experience of working with and supporting people from diverse backgrounds	Essential
Confident written and spoken communicator with a range of people (including participants, colleagues, artists and stakeholders)	Essential
Excellent computer/ digital skills	Essential
University or similar qualification in arts/ arts and health/ community or social studies	Highly desirable
Experience of working with artists	Highly desirable
Experience of working within creative/ performing arts organisations	Highly desirable
Musician or background in music	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
Confidence to support a range of people of varying ages and from diverse backgrounds calmly and sensitively	Essential
Highly motivated and proactive	Essential
Proven organisational skills with an ability to prioritise workload	Essential
High level of attention to detail	Essential

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 23rd July 5pm

Interviews to be held in Poole or online Thursday 29th July with possible second interview TBC.