



## Stage Manager

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

1. About Bournemouth Symphony Orchestra

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### About Bournemouth Symphony Orchestra

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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.

Each year, the BSO gives over 130 performances in 38 plus 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. BSO Participate also 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.

BSO launched BSO Resound, the world's first disabled-led ensemble as a core of a major symphony orchestra, who have performed at BBC Proms, 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 this livestreamed series, the BSO has sold and continues to sell digital tickets to audiences around the world; increasing audiences by almost 30% during the period, with over 65,000 views of its performances.

You will be joining the BSO Stage Management Team at a very exciting time in an interesting role which is essential to the professional delivery of the Orchestra's performances.

## 2. BSO Stage Manager Job Description

**Salary:** £22,000-£24,000 depending on experience and relevant HGV qualification

**Hours:** Full time including evening and weekend work

### Employee benefits include:

- Annual leave entitlement of 6 weeks, to be taken when the orchestra are on holiday, plus bank holidays;
- 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 Medicash, 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:** Orchestra Manager and Senior Stage Manager

**Key relationships:** BSO Concerts Department, Orchestra members and freelance musicians, BSO Participate, Backstage staff at external venues

### Main Responsibilities:

- Working closely with the Senior Stage Manager to transport, load and unload, and set up the orchestra's instruments and stage equipment.
- To assist with the planning and preparation of the stage for each rehearsal and concert.

- To take ownership of the planning and preparation of certain concerts as agreed by the Senior Stage Manager.
- To be responsible for the planning and preparation of all small-scale concerts, including concerts run by BSO Participate.
- To carry out all duties connected with the setting up of the concert stage, including the erection of stands, rostra, lighting, lifting music boxes, instruments and other cases.
- To ensure that sufficient chairs are available and appropriate music is in place.
- To ensure the stage is ready and available for all activities as per the orchestra schedule or instructions from the Orchestra Manager.
- To liaise with relevant members of the orchestra regarding set up and instruments as appropriate.
- To carry out piano moves and stage moves during rehearsals and concerts, and offer assistance on stage to orchestra members and visiting artists.
- To ensure that all instruments and equipment are handled with due care and are kept secure at all times.
- To maintain the Orchestra's equipment to a high standard involving the upkeep, maintenance and accurate inventory of all equipment.
- To ensure that the instrument store is kept safe, clean and tidy at all times and secure when not in use.
- To carry out venue visits and complete visit paperwork as required.

### **Driving and Working Time Regulations**

- To drive the orchestra truck or alternative vehicle in a safe and efficient manner which includes using the tacho system correctly, organising tacho print outs and downloading driving and company cards on a weekly basis.
- To ensure that the orchestra truck is well maintained and clean at all times, including safety checks and the maintenance of the relevant MOT/service paper work.
- To assist in the analysis of the draft schedules and identify when additional crew is needed to ensure driving/working hours are strictly compliant with the Mobile Working Driving Regulations.

### **Unloading/Loading of Orchestra Equipment**

- To transport the orchestra's instruments to rehearsals and concerts according to programmes established with the Orchestra Manager from the published orchestra schedules.
- To unload and load the orchestra truck or other vehicle in a safe manner in line with the truck Risk Assessment and Method Statement.
- To carry out all duties connected with the get in and get out before and after activities.

## **Health and Safety**

- In conjunction with the Senior Stage Manager and Orchestra Manager, review stage setup in light of the Noise Regulations and using BSO Noise Risk Assessment as guidance. This includes discussing with musicians where to use acoustic screens, the use of rostra to project noise and the spacing of musicians if possible. To manage the availability of earplugs for all musicians and to notice when musicians need extra assistance with controlling noise levels.
- With guidance from the Head of HR and in conjunction with the Orchestra Manager and Senior Stage Manager, carry out venue risk assessments at all venues and BSO performances.
- To attend the Health and Safety Committee as required.

## **Further Responsibilities**

- To be of smart appearance at concerts (as defined by Orchestra Manager)
- To efficiently carry out instruction from the Senior Stage Manager and Orchestra Manager on duties.
- To work with the Orchestra Manager in ensuring visiting artists' requirements are met.
- To be able to work alone or unsupervised at times.
- To be able to manage the stage and stage crew unsupervised in the absence of the Senior Stage Manager.
- To be available to the Senior Stage Manager and Orchestra manager for other duties as laid down from time to time.
- To undertake any other appropriate duties as may be required.

### 3. Person Specification

#### Experience and Skills:

Category C driving licence (training will be provided if required)	Highly desirable
Experience of working with a professional orchestra	Highly desirable
Experience of working within creative/ performing arts organisations	Highly desirable
Ability to lift and move heavy instruments and cases	Essential
Experience of multi-tasking, balancing programme delivery and administrative duties	Essential
Confident written and spoken communicator with a range of people	Essential
Good computer/ digital skills	Desirable
Musician or background in music	Highly desirable

#### Personal Attributes:

Proven interest and enthusiasm for working with music and with people	Essential
Excellent team working skills and confidence to work independently as required	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	Essential
Current clean UK drivers licence	Essential

### 4. How 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 Wednesday 28<sup>th</sup> July 5pm

Interviews to be held in Poole or online on Wednesday 4<sup>th</sup> August with second interviews being held on Wednesday 11<sup>th</sup> August which will involve a half day trial with the orchestra in Poole.