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Planning and Artists Manager

Information for Applicants

October 2021

Foreword 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 highly committed team of people who work hard to support each other in helping to realise the Bournemouth Symphony Orchestra's mission "*To be a Cultural Beacon at the heart of our communities, in and beyond the concert hall.*"

I joined Bournemouth Symphony Orchestra 7 years ago because of its high artistic values, outstanding Chief Conductor Kirill Karabits, and its international reputation. Its tradition of world-class music making had captured the respect and regard of audiences far and wide.

Since then, the BSO has gone from strength to strength, During the lockdowns of 2020 and 2021, the BSO was one of a handful of UK Orchestras to livestream music. The organisational approach, created by the people who work here have enabled the BSO to overcome many of the challenges posed by the COVID-19 pandemic.

As a member of the Concerts team you would help shape the future of one of this country's most remarkable organisations..



Dougie Scarfe
Chief Executive



About Bournemouth Symphony Orchestra

'The cultural heartbeat of the South West.' Darren Henley, Chief Executive of Arts Council England

Since 1893, Bournemouth Symphony Orchestra has represented artistic excellence. Throughout its illustrious history, BSO has worked with the finest composers, conductors and musicians in the world.

As an Orchestra, BSO's reach is exceptional. In the 2018/19 concert season, in a pre-pandemic season BSO would normally give 130 performances in over 38 cities, towns and villages, making it the most prolific orchestra in the UK and one of the most prolific in the world. BSO performs to 5,000 audience members a week through its main venue concerts.

The Orchestra's music making headquarters is based at Lighthouse, Poole's Centre for the Arts, Dorset, where it delivers around 40 performances a year. Three-quarters of its artistic output is exported and performed across the length and breadth of the UK.

BSO attracts significant praise for its artistic output. The Telegraph wrote, *'No other regional British orchestras - few London ones, for that matter - offer more interesting programming than the Bournemouth Symphony Orchestra.'*

The BSO was one of the very first UK orchestras to resume live performance after the initial COVID-19 lockdown. Our trail-blazing response throughout the pandemic has cemented our reputation as an innovative and enterprising organisation, attracting praise from Arts Council England, the government, national media and visiting artists alike.

The name of Bournemouth Symphony Orchestra is known across the world thanks to its broadcasting and media partnerships, which include BBC Radio 3 and Classic FM.

Since his appointment as Principal Conductor of BSO in 2009, Royal Philharmonic Society award-winning Kirill Karabits has become widely regarded as being in the top league amongst an outstanding cohort of conductors at the helm of UK orchestras. *'Karabits is presiding over a golden age of this outstanding orchestra...this is music-making at its finest.'* Fine Times

For further information about the BSO please visit [bsolive.com](https://www.bsolive.com)

“The symphony’s effect was overwhelming... The real glory came from the BSO’s lustrous tone, apparent across all sections... Karabits proved to be a genius at tension control. Never before have I felt such relief when the resurrection chorus finally arrived... With his ten-season span, Karabits might not match the 41 years of the orchestra’s founder, Dan Godfrey; his time, though, has obviously been very well spent”.

Living in the South West

Voted the best place to live in the UK in 2014 with miles and miles of sandy beaches, some of the best weather in the UK and the longest life expectancy in Britain, Dorset makes for a happy home. With over half the county designated as an Area of Outstanding Natural Beauty, no one can deny that Dorset is truly something special. The county also boasts 5 country parks too. Brownsea Island in Poole Harbour was voted Britain's favourite nature reserve in 2013 and the area around Wareham is recognised as the most botanically rich in the UK.

Dorset has nearly 100 miles of coastline with award winning, golden sandy beaches and Dorset's great outdoors provides a green gym, which is simply unrivalled in the UK.



Dorset has 364 more hours of sunshine throughout the year in comparison to the UK average.

With two Oscar winning Universities, Bournemouth has one of the fastest growing tech sectors in the UK.

Role Profile Planning and Artists Manager

Reports to: Head of Concerts and Artistic Planning
Location: Poole

Main Purpose of the Job:

The Planning and Artists Manager will work closely with the Head of Concerts and Artistic Planning. The Manager's two key areas of responsibility are the administration of planning the orchestra's schedule of work and the management of world class artists, principally guest conductors and soloists,

This is a key role in the BSO's Concerts team which manages the planning and logistics of the Orchestra's full-time schedule of work based in the south west of England. The Orchestra's work includes a 24-week main season of symphonic concerts, high profile engagements, a summer opera season at Grange Festival, chamber concerts, recordings and broadcasts, regional and occasional international touring.

The BSO strives to offer a warm welcome to guest artists, to create the best possible working environment and a high standard of care. The Planning and Artists Manager plays a key role in achieving this.

Main Responsibilities:

Planning

To manage bookings of rehearsal, concert and recording venues, with particular responsibility for administering bookings of our home venue, the Lighthouse, Poole within the terms of the Residency Agreement.

To manage the issuing of contracts for venue bookings, engagements, recordings and broadcasts.

Artists

To manage all logistical arrangements for the Chief Conductor and guest artists who frequently travel from abroad to work with the BSO. This includes being the first point of welcome for guest artists, in close collaboration with the Head of Concerts.

To liaise closely with artists' agents and managers on arrangements such as travel, car transfers, hotel accommodation, access requirements, practice facilities, concert tickets and restaurant bookings.

To manage the issuing of contracts and incoming invoices for all guest artists.

To manage immigration applications and associated administration for guest artists.

To administrate bi-annual Assistant Conductor auditions.

Planning and Artists Manager

General

On occasion the role involves work outside of normal office hours.

To work as part of the Concerts Department team, working with and supporting colleagues on the management and smooth running of the busy and complex schedule.

To liaise with other BSO departments.

To be able to respond to unforeseen circumstances which inevitably arise from time to time, for example last minute arrangements should there be an artist cancellation.

To assist the Head of Concerts and Artistic Planning, and on occasion deputise for Head of Concerts.

To maintain appropriate files and records.

Person Specification

Essential Knowledge, Skills and Experience

- Experience of working in the classical music profession is preferred.
- High level of organisational skills.
- Attention to detail and ability to see tasks through to completion.
- Good communication skills and ability to have empathy with guest artists.
- The ability to be calm under pressure and manage conflicting priorities.
- Computer literacy.
- Valid driving licence preferred.

Summary of Terms

Contract	Full-time employment
Salary	£24,000-£26,000 dependent on experience.
Notice period	Two months.
Probation period.	The appointment is subject to a two month probationary period.
Pension	Personal Pension with an employer contribution (5%) and the option of salary exchange.
Holidays	Annual leave entitlement of 28 working days including bank holidays, plus one extra day each year up to a total of 30 days.
Location	BSO Head Office – Lighthouse, Poole's Centre for the Arts

Additional Benefits

- Life Insurance which provides a life cover of 3 times salary.
- Access to the BSO's health and wellbeing programme
- Medical cover from Mediacash, a cash plan scheme providing money for a large range of treatments (see BSO health plan for details).
- Parking at BSO Head Office – Lighthouse, Poole or equivalent parking permit.
- 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.

To apply for this role please send a CV, Cover Letter and completed application form to nwright@bsorchestra.co.uk

If you would like an informal confidential conversation about the role please contact Heather Duncan, Head of Concerts and Artistic Planning on 01202 644705 hduncan@bsorchestra.co.uk