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# Orchestra Manager

Information for Applicants

March 2024

### 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 11 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.

We have recently announced our new Artistic team going forward from the 24/25 season, Mark Wigglesworth is to become our Chief Conductor and Chloe van Soeterstede our Principal Guest Conductor.

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 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 After 15 years at the helm, Kirill's tenure concludes in the summer of 2024.

Mark Wigglesworth takes over the role of Chief Conductor from September 2024 and Chloe van Soeterstede has been appointed Principal Guest Conductor, both for an initial 4 year term.

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

## 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    Orchestra Manager

**Reports to:** Chief Executive – recruitment  
Head of Concerts and Artistic Planning - operations

**Location:** Full-time, with some office-based work at the Lighthouse in Poole, Dorset, time on the road with the orchestra and some home-working.

**Main Purpose of the Job:**

This key member of the Concerts team manages the Bournemouth Symphony Orchestra's contracted and freelance orchestral musicians. The Orchestra Manager is responsible for the smooth running of all orchestra calls, assisted by the Assistant Orchestra Manager.

**Main Responsibilities are to:**

Manage the BSO's contracted musicians, working closely with the Head of Human Resources who supports the Orchestra Managers with personnel matters and health and safety.

Engage freelance musicians of the highest standard as determined by the BSO's schedule of work. Calculate payment for these musicians on a weekly basis, providing payment information to the Accounts Department.

To delegate a share of duties to the Assistant Orchestra Manager and manage an effective rota for out of town performances. The Orchestra Manager is expected to attend all main season rehearsals and performances Mon-Wed.

Line manage:

Assistant Orchestra Manager

Senior Stage Manager

Stage Manager

Orchestra Administration Officer

To be on duty and ensure the smooth running of orchestra calls. This includes managing the start and running of concerts, working with front-of-house and technical staff at concert venues.

To ensure appropriate standards of orchestral discipline and behaviour at all times and implement company policies, including concert dress.

To ensure working and stage conditions are acceptable and conform to Health and Safety regulations.

## Orchestra Manager

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To oversee orchestral recruitment on the instruction of the Chief Executive, with the assistance of Head of HR and the Orchestra Administration Officer who manages auditions.

To be fully conversant with the BSO/MU Orchestral Agreement, individual musicians' contracts, the BSO/MU Freelance Agreement and other relevant MU agreements and the Employee Handbook.

To work with other members of the department to ensure all information on the orchestra duty sheets is accurate and appropriate. Attend department, inter department and Company meetings.

To work with the Company's computer systems and take an active role in the development of the Personnel Management module of OPAS (Orchestral Planning and Administration Software).

## Person Specification

### Essential Knowledge, Skills and Experience

- Previous experience of working with a professional orchestra and a detailed knowledge of symphonic repertoire
- A willingness to work irregular and unsocial hours
- Excellent communication and personnel management skills
- Computer literacy
- A current valid driving licence
- The ability to be calm under pressure and manage conflicting priorities

### Summary of Terms

Contract	Full-time employment
Salary	£38,000-£41,000 dependent on experience
Notice period	Three months, after completion of probation period.
Probation	The appointment is subject to a six month probationary period.
Pension	Personal Pension with an employer contribution (5%) and the option of salary exchange.
Holidays	Annual leave entitlement of 25 working days, to be taken primarily during the orchestra's holiday periods.
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 Bupa, 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](mailto:nwright@bsorchestra.co.uk) by 1700, Thursday 18 April 2024.

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](mailto:hduncan@bsorchestra.co.uk)