



Librarian

Job Application Pack

January 2023



Welcome

Thank you for your interest in Bournemouth Symphony Orchestra (BSO) and the role of Librarian.

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 10 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 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)

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 Librarian

Reports to: Head of Concerts and Artistic Planning
Line Manager to: Assistant Librarian
Location: Full-time, working from the BSO offices at the Lighthouse in Poole

Main Purpose of the Job:

The Librarian is responsible for the efficient running of the BSO's library and specifically for the sourcing, preparation and distribution of all parts and scores required for the hugely varied work of the busy Bournemouth Symphony Orchestra.

The Librarian line manages the Assistant Librarian who works 4 days a week, assisting the Librarian.

The Librarian and Assistant Librarian are members of the busy Concerts team and work closely with other members of the department.

Main Responsibilities:

To maintain accurate and timely records of repertoire, forces, edition, publisher, duration etc in OPAS, the company's library and scheduling software. The Librarian plays a key role in providing accurate scoring information to the Concerts and Participate teams to assist advance planning.

To source, prepare and distribute all parts and scores required for the work of the Bournemouth Symphony Orchestra. This includes symphonic, ensemble and chamber music, as well as Participate work and BSO Voices, our community choir.

To order music for hire or purchase from publishers to meet rehearsal, concert and recording needs, according to the brief of the Head of Concerts and Artistic Planning and other department heads. The Librarian obtains quotes for hire material, is required to have a working knowledge of hire charges and copyright, and manages invoices submitted to BSO Finance Department.

To liaise with conductors and string principals regarding editions, keys, bowings, markings, rehearsal numbers etc.

To prepare and distribute parts to musicians for practice purposes and provide scores for conductors.

To maintain music and scores held in the Company's library in good condition, repairing and replacing when necessary.

To provide music for auditions as required by the audition panels.

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To order perusal scores for the Head of Concerts.

To be present at rehearsals, recording sessions and occasionally concerts to ensure all music needs are met. To assist Stage Managers when required with the distribution and collection of music pads from the stage.

To supply general musical information to all members of staff and to assist programme note writers.

After each project, to ensure all hired material is returned promptly.

Person Specification

Essential Knowledge, Skills and Experience

Previous librarian experience is essential.

Previous experience of working with professional musicians and a good knowledge of orchestral repertoire are essential.

Consistent accuracy and attention to detail are essential in all aspects of the job.

The post requires the ability to be calm under pressure and manage conflicting priorities.

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

Summary of Terms

Contract	Full-time employment
Salary	£25,000-£27,000 dependent on experience
Notice period	Two months
Probation	The appointment is subject to a three month probationary period.
Pension	Personal Pension with an employer contribution (5%) and the option of salary exchange.
Holidays	Annual leave entitlement of 20 working days plus one extra day each year employed up to 22 plus Statutory Bank Holidays.
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 Medicash, 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.
- 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 Natalie Wright at nwright@bsorchestra.co.uk by 10:00 Monday 13 February 2023.

First interviews will be held by zoom on Thu 16 and Fri 17 February.
The Application form is available at www.bsolive.com/jobs