



## Stage Manager

Job Application Pack

July 2023



## Welcome

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

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.

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.

A handwritten signature in black ink that reads "Dougie Scarfe." The signature is written in a cursive, flowing style.

**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)

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## 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 Stage Manager

<b>Reports to:</b>	Orchestra Manager and Senior Stage Manager
<b>Hours:</b>	Full-time
<b>Location:</b>	Working from the BSO offices at the Lighthouse in Poole, at home, and at concert venues both in and around the UK and occasionally abroad, with regular UK travel, irregular hours and frequent evenings and weekends.
<b>Key relationships:</b>	BSO Concerts Department, Orchestra members and freelance musicians, BSO Participate, BSO Digital Team, Backstage staff at external venues

### **Main Purpose of the Job:**

The Stage Manager contributes to the efficient running of the BSO's concert series and is a vital role to ensure that the stage .

The Stage Manager and Senior Stage Manager are members of the busy Concerts team and work closely with other members of the department. The Stage Manager also works closely with members of the Participate Team (the BSO's outreach and engagement programme) as well as the Digital Team who are responsible for the live-streaming of a number of concerts at Lighthouse.

### **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, including the preparation of stage plans for all concert venues.

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.

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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 and the off-site storage facility 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 tachograph system correctly, organising tachograph print outs and downloading driving and company cards on a monthly (every 28 days) 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 paperwork.

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 Time Regulations and EU Drivers' Hours Rules.

### **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.

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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 and Noise 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.

## Person Specification

### Essential Knowledge, Skills and Experience

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

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### General:

Availability and willingness to work evenings/ weekends	Essential
Current clean UK drivers licence	Essential

If you would like an informal confidential conversation about the role, please contact Liz Williams, Orchestra Manager on [lwilliams@bsorchestra.co.uk](mailto:lwilliams@bsorchestra.co.uk)

### Summary of Terms

Contract	Full-time employment
Salary	£24,000 - 26,000 per annum depending on experience and relevant HGV qualification
Notice period	Three months
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 6 weeks, to be taken when the orchestra are on holiday, plus bank holidays

### Additional Benefits

- Life Insurance which provides a life cover of 3 times salary.
- 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.
- 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](mailto:nwright@bsorchestra.co.uk) by 23:59 Thursday 3<sup>rd</sup> August 2023.

First interviews will be held in Poole or online on Monday 7 August, with a 2<sup>nd</sup> practical interview, if successful, in Poole on Tuesday 5 September. The application form is available at [www.bsolive.com/jobs](http://www.bsolive.com/jobs)