



Assistant Librarian

Job Application Pack

February 2025



Welcome

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

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.*"

The 2024-25 season is an exciting time for the Orchestra especially as we have a new artistic team at the helm including Mark Wigglesworth as Chief Conductor, and Chloé van Soeterstède as Principal Guest Conductor.

The organisational approach, created by the people who work here, enables the BSO to continue to thrive, to further its award-winning Participate programme and establish an outstanding in-house digital team. We are challenging barriers to access by building a more inclusive musical world and the BSO continues to touch thousands of lives through our partnership-led work in our communities and reaching audiences through our Digital Concerts.

We hold the belief in the power of the arts and in the ability of music to transform lives. The BSO continues to ensure that individuals and communities across the South West and beyond are given opportunities to experience and access the joy, inspiration and sanctuary of live performance.

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

One of the UK's best-loved orchestras, Bournemouth Symphony Orchestra is known for championing the role of culture in people's lives. Based at Lighthouse, Poole, the Orchestra has residencies in Bristol, Exeter, Portsmouth, Southampton, and Yeovil, and performs in towns and villages across the region. It is the largest cultural provider in the Southwest of England, serving one of the biggest and most diverse regions in the UK.

Celebrated globally for his outstanding musicianship, extraordinary interpretations, and breadth of repertoire, **Mark Wigglesworth's** appointment as Chief Conductor builds on the BSO's reputation for the highest quality music-making. The Orchestra boasts an enviable list of named conductors, including Principal Guest Conductor **Chloé van Soeterstède**, **Marin Alsop**, **David Hill MBE**, **Kirill Karabits OBE**, and **Andrew Litton**.

Committed to new music, the BSO has presented premiere performances of works by Franghiz Ali-Zadeh, Jonathan Dove, Magnus Lindberg, Anna Korsun, Elizabeth Ogonek, Shirley J. Thompson OBE, Mark-Anthony Turnage and Kate Whitley in recent years – and its **Voices from the East** series has been recognised for unearthing lost symphonic works from eastern Europe and central Asia.

The BSO is known for championing access to high-quality music for all and leads hundreds of community-based events each year, from its award-winning work in health and care settings to partnerships with schools and music education hubs. In the 2024/25 season, it deepens its reach into local communities, including: a new residency in **partnership with NHS Dorset**; an expansion of its creative health work; and the extension of the **BSO Young Associates community music** training scheme. Following international attention for igniting change, **BSO Resound** – the world's first professional disabled-led ensemble at the core of a major orchestra, and winner of the 2019 Royal Philharmonic Society's Impact Award – continues to challenge perceptions.

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 Assistant Librarian

Reports to:	Librarian
Hours:	4-days per week. Generally, to be worked within office hours (09:30-17:00). Work may be required outside of these core hours from time to time.
Location:	Working from the BSO offices at the Lighthouse in Poole

Main Purpose of the Job:

The Assistant Librarian works within the BSO Music Library, sourcing, preparing, and distributing parts and scores required by the Company. This vital role makes a key contribution to the success of the BSO's work.

The Assistant Librarian, and Librarian, are members of the Concerts Department who work closely with members of staff within the Department and select members of staff from other Departments.

The Assistant Librarian works with a focus on education and community work, particularly the BSO's On Your Doorstep (OYD) programme, and BSO Voices (BSOV), BSO's community choir based in Southampton.

The Assistant Librarian attends rehearsals and events in discussion with the Librarian, the Concerts Team, and the Participate Team.

Both Librarians work closely together to meet the requirements of the orchestra's schedule.

Main Responsibilities:

To lead engagement with the Participate Team on OYD activity, sourcing and providing orchestral material for OYD rehearsals and concerts, and for other small ensemble activity within the Company.

To lead engagement with BSOV, working with the management and artistic teams to create and supply vocal scores and orchestral material for their projects.

To assist the Librarian in maintaining, supplying, and preparing all sheet music required for the Bournemouth Symphony Orchestra and affiliated organisations and ensembles.

To respond to player queries in a timely and amicable manner.

To contribute to the maintenance of accurate records within OPAS, the Company's orchestral management software, with a particular focus on repertoire within OYD and BSOV programmes.

Continued ...

Assistant Librarian

To work with the Librarian to maintain the organisation of the Company Library and Archives. To assist with maintaining music and scores held in the Company's library in good condition.

To attend some rehearsals and events (in agreement with the Librarian) ensuring that all music needs are met and to assist the Stage Managers with the distribution and collection of music pads from the stage when required.

To carry out any other duties as may be reasonably required by the Company.

Person Specification

Essential Knowledge, Skills and Experience

- A qualification, or relevant experience, in music and the ability to read conventionally notated music.
- Consistent accuracy and attention to detail.
- Digital literacy.
- A professional and pleasant manner.

Desirable knowledge, skills, and attributes

- A sense of balance between teamwork and initiative.
- An ability to remain calm under pressure.
- Confident use of music notation software.
- Excellent communication skills, both written and verbal.
- Any prior experience in an arts or music administration context is valuable.
- An understanding of the requirements of professional musicians is valuable.

If you would like an informal confidential conversation about the role, please contact Ben Siebertz-Willett, Librarian on bsiebertzwillett@bsorchestra.co.uk

Summary of Terms

Contract	4-days per week
Salary	£19,600 (£24,500 FTE pro-rata)
Notice period	Two months
Probation	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	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

- Generous Life Insurance which provides a life cover of 3 times salary
- 1 hour of free legal advice and 50% discount on Will writing and estate planning services
- Medical cover with Bupa Cash Plan
- Complimentary tickets to BSO concerts and theatre/cinema at the Lighthouse when available
- Free car parking close to BSO head office at Poole, Lighthouse.

To apply for this role please send a CV, Cover Letter and completed application form to Nicola Fulker at:

nfulker@bsorchestra.co.uk

by 5pm Wednesday 26 February

The application form is available at www.bsolive.com/jobs