



BSO Access Producer – Freelance Fixed Term

1. About Bournemouth Symphony Orchestra and BSO Participate
2. Role Description
3. Person Specification
4. How to Apply

1. About the BSO and BSO Participate

Championing culture in people's lives

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 is resident 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.

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, and Andrew Litton.

Beyond the concert hall, **BSO Participate** positively impacts the lives of people living across the 10,000 square miles of the Southwest of England. With inclusion at the heart of all our work we actively challenge barriers to music, working with a wealth of specialist partners and a network of BSO Associate music leaders across the region.

Every year, the BSO's award-winning programme creates over 50,000 opportunities for people of all ages to experience and create music – building connections, improving health & wellbeing and enriching creativity and learning.

From interactive schools' concerts and health and wellbeing projects to inclusive rising talent and community projects such as Bournemouth NOYO regional ensemble and inclusive side-by-side playing days, BSO Participate takes exceptional music-making beyond the concert hall to the heart of our communities to enrich the cultural lives of people of all ages. Inclusion is at the heart of our work and in 2018 we established a disabled-led ensemble, BSO Resound, winner of the Royal Philharmonic Society's 2019 Impact Award, and we run the Bournemouth [National Open Youth Orchestra \(NOYO\) Ensemble](#).

2. Role Description

Access Producer

Contract: 70 days at £200/day, freelance fixed term contract from May 2025-Mar 2026
 Estimated at 1-2 days a week, increasing during periods of project delivery
 Hybrid working, plus project locations around the Southwest
 Self-employed role, responsible for all income tax liabilities and National Insurance or similar contributions on a self-assessment basis.

Reporting to: Senior Programme Manager (Youth & Schools) and Joint Heads of BSO Participate

Key relationships: BSO Participate Programme Managers and Coordinators, BSO Associate music leaders, Orchestra and freelance musicians and artists including BSO Resound, BSO Concerts, Development, Marketing and Finance teams, project participants.

Role Summary:

We are looking for a talented Access Producer to work with the BSO to deliver exceptional access for our musicians/artists and participants on an exciting series of projects.

The Access Producer will lead on the access and coordination of BSO projects; identifying and removing potential barriers for D/deaf, Disabled and Neurodivergent artists, musicians and participants, and coordinating aspects of project planning, delivery and evaluation.

Projects:

- **A Summer Tour:** A schools and public concert tour by a 14-piece ensemble of disabled and non-disabled musicians, including BSO Resound and NOYO graduate musicians (July 2025)
- **Symphony from Scratch:** A 2-day orchestral playing project for disabled and non-disabled musicians of all ages to play orchestral music side by side with the BSO (November 2025)
- **BSO Resound:** Supporting the development of BSO Resound projects and performances (Sept 2025-Mar 2026)
- **NOYO:** Support selected sessions & events of Bournemouth National Open Youth Orchestra (NOYO) Ensemble

Role responsibilities:

- To lead on identifying and removing barriers for D/deaf, Disabled and Neurodivergent artist/musicians, participants and audiences; coordinating access requirements and ensuring adjustments are implemented across projects, including briefing and supporting colleagues, artists and musicians to ensure access requirements are fully met
- To coordinate projects and events to ensure they run smoothly, including;
 1. Inputting into promotional materials, targeted marketing and recruitment
 2. Refining application processes, and monitoring and managing sign-ups
 3. Liaising with venues and the team on scheduling, equipment, materials and space requirements
 4. Coordinating the adaption of musical parts by BSO arrangers
 5. Creating briefing documents for participants and artists/musicians
 6. Supporting artists/musicians logistical planning including accommodation booking and make travel plans where necessary, and participants
- To support and oversee the delivery of projects and events

- To support the monitoring and evaluation of projects and events, particularly accessibility for musicians/artists, participants and audiences, collating evaluation data and identifying learnings, outcomes and case studies
- To update BSO's Diversity Champions on projects and support the development of BSO's Inclusion Strategy
- To advise BSO on specialist trainers/advisors and support workers as required
- To be the first point of contact for access-related questions or concerns arising from internal departments and external collaborators/partners

3. Person Specification

Experience and Skills:

Proven ability to facilitate exceptional experiences for D/deaf, disabled, and neurodiverse musicians/artists and participants, and working in an advocacy role	Essential
Experience delivering access to a high standard, with knowledge of current best practice around access provision and disability	Essential
Experience of project management or demonstrable ability to coordinate and administer projects and events (performance events desirable)	Essential
Excellent interpersonal and written skills, with the ability to communicate well with young people and artists/musicians	Essential
Knowledge of adaptive musical instruments and music technology	Desirable
Understanding of music and music ensemble processes	Desirable

Personal Attributes:

Self-motivated self-starter, calm and professional and able to work within a team across different projects and to deadlines	Essential
Enthusiasm for music and arts participation	Essential
Commitment to championing inclusion within organisations, and a proven ability to work with people from a wide range of backgrounds	Essential
Enthusiasm for training, and supporting emerging talent	Desirable

General:

Availability and willingness to work occasional weekends when required	Essential
Current clean UK drivers licence	Desirable

The BSO is committed to equal opportunities and highly values diversity in its workforce.

We actively welcome applications from individuals with backgrounds currently underrepresented in the arts. We acknowledge the barriers that exist and are committed to providing equal opportunities. We believe that having a diverse workforce strengthens the work we do. We are proud to be recognized as a Disability Confident employer and are committed to making reasonable adjustments in the recruitment process and in the role.

4. How to Apply

Please visit <https://bsolive.com/jobs/> and complete the online application form and send to us with a cover letter and CV, referencing the Job Description and Person Specification.

Deadline for applications is 9am **Monday 28 April 2025**.

Interviews to be held in Poole or online on 1 or 2 May 2025. Interview questions can be provided in advance on request.

If you would like more information or a friendly confidential chat about any aspect of the job before applying, please contact Bea Hankey at bhankey@bsorchestra.co.uk to arrange a phone call. If you need any of the application documents in a different format or have any questions about or need support with the application process, please also get in touch.

The BSO is committed to safeguarding through safer recruitment. All our roles require the successful candidate to complete a Disclosure and Barring Check, the receipt of satisfactory references and be eligible to work in the UK.