



## **BSO Participate Coordinator (Youth & Schools)**

1. About the BSO and BSO Participate
2. Job 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. Every year, the BSO's award-winning programme creates over 50,000 opportunities for people throughout the life span from parents and babies to people at the end of life to experience, learn and create music – building connections, improving health & wellbeing and enriching creativity and learning.

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 Southwest.

You will be joining a passionate and dedicated BSO Participate team - from our Head Office to our network of music leaders and musicians across the Southwest, in continuing to be at the forefront of championing access to high-quality music for all young people including established education programmes, inclusive pathways, creative careers, work with post 18s and partnerships with music education hubs.

We're looking for someone with the right potential, for a role which is full of opportunity to make a mark as part of a pioneering programme.

## 2. Job Description

### BSO Participate Coordinator (Youth & Schools)

**Salary:** £23,000 - £24,273 per annum depending on experience

**Hours:** Full time, including evening and weekend events and projects. All types of flexible working considered.

**Location:** Poole, with travel around Southwest for projects.

**Report to:** Senior Programme Manager (Youth & Schools)

**Employee benefits include:**

- Annual leave entitlement of 28 working days including bank holiday plus discretionary quota of leave between Christmas and New Year, increasing to 30 days after two years of employment.
- Personal Pension with an employer contribution (5%) and the option of salary exchange
- 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
- Personal goal setting and development opportunities through a personalised learning & development plan and performance review. Mentoring in project management and skills development, and access to networking opportunities at sector events and conferences.
- Opportunity to be part of the Diversity Champions or BSO Green Team to drive forward our commitment to Equality, Diversity and Inclusion and the Environment, or a Mental Health First Aider.

**Key relationships:** Joint Heads of BSO Participate, Participate Programme Managers and Coordinators, Participate Administrator, BSO Associates, Orchestra and freelance musicians, BSO Concerts, Development, Marketing and Finance departments, Youth & Schools partners across the Southwest, project participants

### Role summary

Leading on the organisation and coordination of Youth and Rising Talent projects, the Youth & Schools Coordinator will inspire creativity, music making and cultural pathways for young people across the Southwest. The role will be instrumental in the project management of Explore the Orchestra KS2 Schools' concerts, coordinate a variety of music workshops in and out of schools and be a key part of enabling inclusive musical pathways for young disabled musicians. The coordinator will organise training weekends for young aspiring community musicians, lead on BSO work experience and careers events, and work with in-house digital team on digital activity to make our work accessible to all children & young people.

The coordinator will work closely with mainstream and SEND schools, music hubs, community and cultural partners, and with children and young people aged 0-25 and their parents all across the Southwest region.

### **Main Responsibilities**

- To lead on coordination of projects and events to include liaising with schools; music hubs and other partners; recruitment; planning technical, venue and equipment logistics; supporting planning with Associate music leaders; booking and briefing musicians and coordinating event delivery
- Liaise with team to ensure sufficient staffing on projects
- Act as the main point of contact for schools and enquiries from young people

### **Schools**

- Coordinate and manage the logistics of annual Explore the Orchestra KS2 Schools' Concerts across the Southwest (Poole, Portsmouth, Exeter and Bristol), and KS1 concerts in Somerset, including liaising with venue stewards and schools to provide external trip information and liaising and coordinating event management on the day. Also includes pre-event teacher CPDs, and contributing creatively to digital learning resources and schools & curriculum activities
- Coordinate GCSE and A-level Set Works LIVE! concerts, in partnership with Music Hubs, to involve booking musicians, briefing musicians, liaising on risk assessments, and communicating with music hubs on requirements
- Lead on the coordination with schools of an annual SEND schools tour
- Organise and schedule in and out of school workshops with young people, liaising with schools, booking Associate music leaders and musicians, support planning and ensuring they are briefed

### **Careers**

- Lead on BSO Work Experience programme, guiding young people through Bronze Arts Award
- Attend career events with schools
- Arrange concert experiences and rehearsal visits for young groups including schools

### **Inclusive pathways**

- Coordinate and support rehearsals, schedule one to one lessons, support with recruitment, and coordinate showcases for Bournemouth's National Open Youth Orchestra regional ensemble and national ensemble
- Support the Programme Manager with side-by-side playing events for young people

### **Rising Talent**

- Support the Programme Manager on the delivery of other Rising Talent projects, including Creative Weekends for young aspiring community musicians and University Community Music training modules

### **Evaluation, Advocacy, Administration & Digital**

- Monitor and evaluate projects with participants, artists, and audiences using Dot Digital surveys and other methods

- Collate feedback and monitoring data and share data with stakeholders and for reporting as required, identifying learnings and case studies and stories from the Programme
- Work with BSO marketing/communications to publicise BSO Participate events, and feature projects in internal and external communications, including keeping BSO Participate pages up to date on the website
- Create events, managing records and log information to ensure accurate record keeping on Spektrix, the Participate diary, OPAS (Orchestral Planning software), fee sheets and attendance records
- Work with the Programme Manager to keep all relevant partners and stakeholders informed about projects and the wider work of BSO Participate
- Assist with BSO Participate programme enquiries through phone, email and in person

### General

- Support the development and delivery of digital programmes to increase the reach and impact of BSO Participate
- Work collaboratively with BSO Participate and other teams, to coordinate logistics and delivery of the programme, working as a team to assist larger projects and events where required, including residency programmes across the Southwest, and BSO On Your Doorsteps concerts, family and relaxed performances
- Be an advocate for the work of BSO and BSO Participate internally and externally
- Carry out other duties as required

### 3. Person Specification

#### Experience

Experience and knowledge of music/performing arts	Essential
Experience of working or volunteering in an arts organisation	Desirable
Experience organising, planning and delivering projects and events	Essential
Experience working with schools or young people	Desirable
Experience working inclusively and applying the social model of disability	Desirable
Understanding of safeguarding	Essential

#### Skills

Excellent standard of literacy and numeracy	Essential
Excellent verbal communication skills	Essential
Excellent organisational skills with high level of attention to detail	Essential
Excellent computer skills (Excel, Word, email, learning new systems)	Essential

#### Personal Attributes

A passion for learning & participation, supporting music education and young people's creativity and creative pathways	Essential
A team player who thrives in working with others and can anticipate need	Essential
Confident engaging with and supporting a range of people from diverse backgrounds sensitively and inclusively, from participants to artists & musicians	Essential
Highly motivated and proactive	Essential
Enjoys a mix of desk-work and on-project event delivery	Essential
An ability to balance and prioritise multiple workstreams and hit deadlines	Essential
Passionate about embedding young people's voices in projects	Essential

#### General

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

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 recognised 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 referencing the Job Description and Person Specification.

**To apply for this role please send a Cover Letter and completed application form to Nicola Fulker at: [nfulker@bsorchestra.co.uk](mailto:nfulker@bsorchestra.co.uk) by 6pm Wednesday 21 May**

Deadline for applications is **Wednesday 21 May 6pm**.

Interviews to be held in Poole on **Monday 2 June**. If successful second round interviews will be held online on Monday 9 June. Interview questions can be provided in advance if successful.

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](mailto: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.