



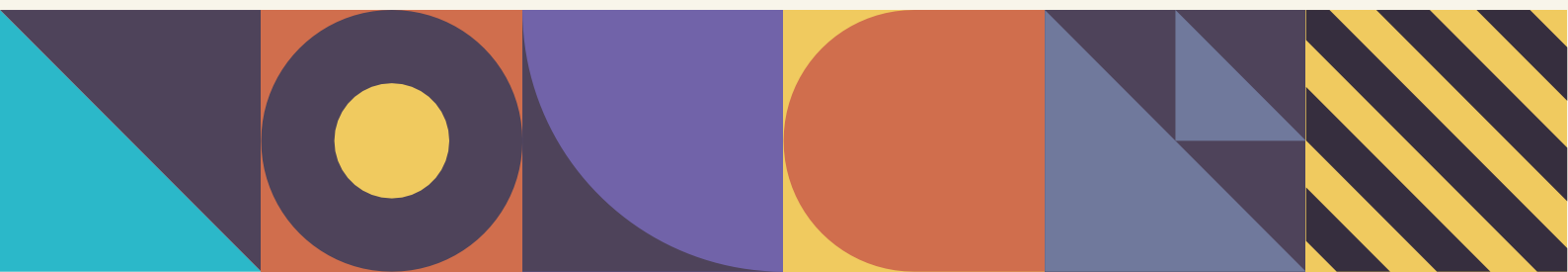
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Assistant Librarian (Maternity Cover)

October 2026



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1 About the BSO

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.

Chief Conductor Mark Wigglesworth's opening seasons have magnified the BSO's reputation for the highest quality music-making and the Orchestra boasts an enviable list of named conductors, including Principal Guest Conductor Chloé Van Soeterstède, Marin Alsop, David Hill MBE, Kirill Karabits OBE, Andrew Litton and new Calleva Assistant Conductor, Michal Oren.

In 2026/27, the BSO welcomes Thomas Adès as its Celebrated Composer, in a series that shines a spotlight on new British music. It launches a two-year Beethoven celebration: Road to Joy and welcomes pianist Boris Giltburg as Artist-in-Residence. Its live broadcast series continues into its seventh year, supported by Digital Concert Sponsor, Lark Music.

Celebrated for its pioneering community-based BSO Participate work, the Orchestra brings music into people's lives beyond the concert hall – last year creating more than 58,000 experiences, from hospitals and schools to community centres and care homes.

A National Portfolio of Arts Council England, the BSO is a registered charity and benefits from generous philanthropic support from individual donors, gifts in wills, corporate partners, and charitable trusts and foundations.

For more detailed information please visit our website: www.bsolive.com



2 Job Description

Role summary

The Assistant Librarian works within the Music Library, sourcing, preparing, and distributing parts and scores required by the Bournemouth Symphony Orchestra (BSO). 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 some 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 BSO.

To lead engagement with BSOV, working with the management and artistic teams to source, create, and distribute 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 engage with player queries in a timely and amicable manner.

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

To work with the Librarian to maintain the organisation of the BSO's library and archives. To assist with maintaining in good condition, music and scores held in the BSO's library.

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

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



3 Person Specification

Essential Skills, Experiences, and Attributes

- A qualification, or relevant experience, in music, musicology, orchestras, or any combination of the three.
- The ability to read conventional five-line notation in a variety of clefs and transpositions, as well as a general understanding of percussion notation.
- Consistent accuracy and attention to detail.
- Digital literacy and computer skills.
- A professional and pleasant manner.

Desirable Skills, Experiences, and Attributes

- A sense of balance between teamwork and initiative.
- An ability to remain calm under pressure.
- Confident use of music notation software, ideally Sibelius.
- Excellent communication skills, both written and verbal.
- Any prior experience of performance librarianship is valuable.
- An understanding of the requirements of professional musicians is valuable.
- Current clean UK driving licence.

We regret that we are unable to offer visa sponsorship for this role.



4 Terms and Conditions

Salary: £25,725 FTE, pro-rated to £20,508.

Hours: 26hrs per week (0.8FTE, equivalent to 4 days per week). Generally to be worked within office hours (09:30-17:00 Mon-Fri). Work may be required outside of these core hours from time to time.

Location: Bournemouth Symphony Orchestra Head Office, Poole, BH15 1UF.
Limited scope for remote work.

Report to: Librarian.

Duration: Fixed term, six months beginning around Monday 18th January 2027.

Employee benefits include:

- Annual leave entitlement of 20 working days plus bank holidays FTE. Bank holidays may need to be taken in lieu dependent on orchestra schedule.
- 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.
- 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.

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.



5 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.

Please send your completed application form and your cover letter to Nicola Fulker nfulker@bsorchestra.co.uk by 9am, Wednesday 18th November 2026.

Interview questions can be provided in advance if requested. 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.

First round, online interviews will be held on Thursday 26th November. Please indicate your availability in your application. A second round of interviews may be held in early-to-mid December.

If you would like more information or a friendly confidential chat about any aspect of the job before applying, please contact Librarian Ben Siebertz-Willett bsiebertzwillett@bsorchestra.co.uk.

The BSO is committed to safeguarding through safer recruitment. You may be asked to complete a Disclosure and Barring Check and all roles require the receipt of satisfactory references and be eligible to work in the UK.

