bournemouth symphony orchestra

job PACK

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BSO Assistant Orchestra Manager

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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

Working closely with the Orchestra Manager, the Assistant Orchestra Manager will assist in the management of the Bournemouth Symphony Orchestra's contracted and freelance musicians. You will also be ensuring the smooth running some of BSO's busy schedule of concerts, rehearsals and recording sessions ranging from large symphonic, BSO Pops', and chamber concerts to concerts in schools and in local communities; across the South and Southwest and UK.

Key relationships

BSO Concerts Team, Orchestral musicians, conductors and soloists, backstage staff at performance venues, BSO Participate Team, Head of Human Resources

Main responsibilities

- Engage freelance musicians in consultation with the Orchestra Manager and orchestra principals.
- Alongside the Orchestra Manager, be the first point of contact for contract and freelance musicians, including being on call for short notice fixing.
- Work closely with the orchestra manager to ensure continuous orchestra management cover, including covering periods to enable each other to have quality time off from the fixing mobile phones.
- Attend and ensure the smooth running of orchestra calls.
- Calculate payments for freelance players on a weekly basis, providing payment information to the Finance Department.
- Particular responsibility for fixing and concert duty for smaller ensemble concerts, working closely with the BSO's Participation Department.
- Deputise for the Orchestra Manager. This could involve booking freelancers to cover sickness and taking a leading role within the team at rehearsals and concerts when problems arise.

Further responsibilities

Rehearsal and Concert Duties

- Regularly manage the start and running of concerts independently (concert duties are shared with the Orchestra Manager).
- For BSO's digital concerts coordinate with the producer, presenter, front of house staff, digital team and stage managers to ensure a great concert experience both in the hall and online.
- Assist conductors and soloists during rehearsals and concerts. Discuss rehearsal orders with conductors and efficiently communicate rehearsal plans to the orchestra.
- Work closely with stage managers and local venue staff to communicate issues promptly and efficiently.
- Occasionally, assist the stage managers with stage moves during rehearsals and concerts.
- When required, transport small amounts of equipment (music stands, cushions, etc.) for smaller ensemble concerts.

Administration

- Assist the Orchestra Manager and section principals in devising and maintaining fixing lists.
- Assist with freelance personnel administration such as sending schedules and responding to queries.
- Assist the Orchestra Manager with the administration of contract players, such as managing leave requests and checking sitting-up forms.
- Assist the Orchestra Manager with annual budgeting of freelance costs.
- Carry out right to work checks on freelance musicians.
- Attend Operational Planning meetings.
- Use the BSO's data management system, Orchestra Planning and Administration System (OPAS), to monitor orchestra attendance.
- Operate with full regard for BSO company policy and the BSO/MU agreements.

Health and Safety

- Have responsibility for carrying out venue risk assessments at rehearsal and concert venues and ensure that they are regularly updated.
- With guidance from the Orchestra Manager and in conjunction with the Stage Managers, manage situations when issues (both health and safety and artistic) arise in rehearsals and concerts and help bring all parties to an amicable and safe solution.
- Work with the Head of Human Resources who offers both orchestra managers support on personnel matters and health and safety.
- Attend and contribute to regular Health and Safety Committee and Noise Committee meetings.

General

- Be of smart appearance at concerts (as defined by the Orchestra Manager).
- Undertake any other appropriate duties as may be required.

3 Person Specification

Required Experience and Skills

- Experience of working with a professional orchestra or in a creative/performing arts organisation (desirable)
- Good knowledge of orchestral repertoire
- Consistent accuracy and attention to detail
- Excellent communication skills, patience and empathy are required, as is a sense of humour
- Ability to remain calm under pressure and manage conflicting priorities
- Confident written and spoken communicator with a range of people and personalities
- Excellent computer/digital skills
- Confident driver, to be able to drive yourself in the company estate cars to and from concerts in our out-of-town venues.

Personal Attributes

- Hardworking with an enthusiasm for working with music and with people
- Confident working independently and taking charge to manage difficult situations
- Proven organisational skills with an ability to prioritise workload
- Able to work flexibly and responsively in live situations

General

- Availability and willingness to work weekends and evenings
- Current clean UK drivers license

4 Terms and Conditions

Salary: £28,000 - £30,000 per annum depending on experience

Hours: Full time including evening and weekend work

Location: Poole, with regular travel around the South and Southwest

Report to: Orchestra Manager

Employee benefits include:

- Annual leave entitlement of 25 working days plus bank holidays. 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. 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.

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, Friday 13th of 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 help on Thursday 19th and Friday 20th of November 2026.

If you would like more information or a friendly confidential chat about any aspect of the job before applying, please contact Orchestra Manager Kat Wallace **kwallace@bsorchestra.co.uk** to arrange a phone call.

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.