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BSO Stage Manager

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

Working closely with the Senior Stage Manager, the Stage Manager will work 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; all taking place throughout the South and Southwest. The role will include planning logistics and stage layouts, setting the stage for concerts and rehearsals and driving the BSO 18T rigid Mercedes-Benz truck to transport instruments and equipment to and from venues.

Key relationships

BSO Concerts Team, Orchestra members and freelance musicians, BSO Participate Team, Backstage staff at external venues

Main responsibilities

- Work closely with the Senior Stage Manager to transport, load, unload and set up the orchestra's instruments and stage equipment for all work in the orchestra schedule, including rehearsals, concerts, recording sessions and some Participate work.
- Drive the BSO's 18T Truck or alternative vehicle in a safe and efficient manner.
- Load the orchestra's truck for transport, ensuring all equipment and instruments are well cared for and secured for transport.
- Assist in the planning and preparation of the stage for each rehearsal and attend Operational Planning meetings.
- Ensure that all instruments and equipment are handled with due care and are kept secure at all times.
- On occasion, deputise for the Senior Stage Manager. This could involve managing the stage and stage crew and taking ownership of the planning and preparation of certain concerts.

Further responsibilities

Stage Presentation

- Carry out all designated duties connected with the setting up of the stage, including the setting up and layout of stands, chairs, rostra, percussion instruments/timpani, music, lighting, sound shields and other equipment/instruments.
- Work closely with local venue staff and communicate issues promptly and efficiently.
- Liaise with relevant members of the orchestra regarding special set ups and instruments as appropriate.
- Alongside the Senior Stage Manager, plan and carry out piano and stage moves with any necessary crew during rehearsals and concerts and offer assistance on stage to orchestra members and visiting artists.
- Carry out occasional advance venue visits and complete visit paperwork as required.
- Assist Senior Stage Manager with stage designs for all concerts with use of Visio software.



Truck Driving and Driving/Working Time Regulations

- Take personal responsibility for their work being carried out in line with the Assimilated Drivers' Hours Rules and the Working Time Regulations.
- Maintain Certificate of Professional Competence (CPC) through regular training.
- Keep highly accurate records of time spent working, driving and on rest using the truck tachograph. Records must be presentable at all times in case of inspection.
- Ensure driver and truck card downloads are completed regularly.
- Assist with ensuring that the orchestra truck is well maintained and up to date with MOT and servicing and carry out and record regular safety checks.
- Attend regular truck meetings with Senior Stage Manager and the Head of Finance & Operations.
- Ensure truck is kept clean and tidy with regular trips to the truck wash.

Health and Safety

- Load and unload the orchestra truck or other vehicle in a safe manner in line with the Truck Risk Assessment and Method Statement.
- Ensure appropriate PPE is used including wearing steel toe-capped shoes, gloves, high-vis vest, etc and communicate importance of these guidelines to fellow crew and staff.
- In conjunction with the Senior Stage Manager and Orchestra Manager, review stage setup considering noise regulations and using the BSO Noise Risk Assessment as guidance. This includes discussing with musicians where to use acoustic screens, the use of rostra to project noise and the spacing of musicians. Manage the availability of earplugs for all musicians and to notice when musicians need extra assistance with controlling noise levels.
- With guidance from the Head of HR and in conjunction with the Orchestra Manager and Senior Stage Manager, carry out dynamic venue risk assessments.
- Attend and contribute to regular Health and Safety Committee and Noise Committee meetings.

General

- Assist Senior Stage Manager with analysis of upcoming work schedules to organise time and where appropriate identify need for additional crew support.
- Communicate well with the Concerts Team, venue staff and additional crew.
- Monitor and maintain the Orchestra's equipment to a high standard and identify when repairs are required.
- Assist in keeping an accurate inventory of equipment and identify when additional supplies are needed.
- Ensure that the instrument store is always kept in good order, clean and tidy, and secure when not in use.
- Be of smart appearance at concerts (as defined by the Orchestra Manager).
- Efficiently carry out instruction from the Senior Stage Manager and Orchestra Manager on duty.
- Hold several sets of keys and take responsibility for ensuring areas are safe and secure when unattended.
- Be available to the Senior Stage Manager and Orchestra manager for other duties as laid down from time to time.
- Undertake any other appropriate duties as may be required.



3 Person Specification

Experience and Skills

- Category C driving licence (training will be provided if required) (desirable)
- Current clean UK drivers licence
- Experience of working with a professional orchestra or in a creative/performing arts organisation (desirable)
- Ability to lift and move heavy instruments and cases
- Ability to remain calm under pressure and experience multi-tasking
- Confident written and spoken communicator with a range of people
- Excellent computer/digital skills
- Excellent team working skills
- Knowledge of Visio software for scale drawings of stage plans (desirable)
- Knowledge of lighting/sound desks (desirable)

Personal Attributes

- Hardworking with an enthusiasm for working with music and with people
- Confidence to work independently and unsupervised as required
- Proven organisational skills with an ability to prioritise workload
- High level of attention to detail
- Able to work flexibly and responsively in live situations

General

- Availability and willingness to work weekends and evenings



4 Terms and Conditions

Salary: £28,000 - £31,000 per annum depending on experience and relevant HGV qualifications

Hours: Full time including evening and weekend work

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

Report to: Orchestra Manager & Senior Stage Manager

Age Restriction for Driving the BSO Truck: Applicants must be aged 21 or over to meet the Company's Motor Insurance Requirements.

Employee benefits include:

- Annual leave entitlement of 6 weeks plus bank holidays, to be taken when the orchestra are on holiday. Bank holidays may need to be taken in lieu in line with the 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, Wednesday 4th 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.

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.

