



ROYAL  
OPERA  
HOUSE

## **JOB DESCRIPTION**

**Role / Title:** Jette Parker Young Artists Programme Assistant

**Reports to:** JPYAP Administrator

**Liaises with:** All members of the JPYAP, members of the Royal Opera Company and external partners.

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### **Overall Purpose of the Job:**

The Jette Parker Young Artists Programme accepts 14 singers, musicians and directors of exceptional promise from all over the globe to train with the Royal Opera over a 2 year period. They perform in productions, give recitals, receive bespoke coaching in music, languages and stagecraft and are involved in a wide range of internal and external events. We also run a Link Artist scheme for talented individuals from diverse backgrounds to benefit from the experienced coaches on our staff. Our busy office is looking for an additional team member for a fixed period to support the administration of our young artists.

### **Key Accountabilities:**

- Assist with the preparation and updating of the Programme's schedules including securing availability of rooms, coaches and artists.
- Check, photocopy and circulate the weekly schedule to the artists, coaches and other relevant parties.
- Handle changes to the schedules including finding replacement artists or coaches in case of cancellations, adding costume or wig fittings and dealing with room changes.
- Calculate weekly hours for the Programme coaches for payment, photocopy invoices, take originals to accountant and file copies.
- Build relationships of trust with the Jette Parker Young Artists in order to assist them in their life with the Programme and at the opera house in general.
- Assist with the organisation and running of auditions and interviews of potential new artists for the Programme.
- Prepare material for and assist with auditions of JPYAP singers.
- Prepare and coordinate communications with the JPYAP mailing lists.
- Proof-read and photocopy programmes for JPYAP recitals, performances and other events.

- Maintain databases, mailing lists, monitoring forms and other records as directed.
- Contribute to the day-to-day work of the office in order to ensure its smooth running, duties to include post and photocopying.
- Undertake any other reasonable duties as directed by senior JPYAP staff.

**PERSON SPECIFICATION:**

***Minimum shortlisting criteria***

- Administrative experience.
- Excellent IT skills, which must include all Microsoft Office functions (Word, Excel, Outlook, Access).
- Proven accuracy and attention to detail, with excellent proof-reading skills.
- Proven ability to work in an organized manner, with a systematic approach and ability to juggle multiple tasks under pressure.
- Excellent spoken and written English.
- Enthusiasm to learn more about classical music and opera and to support developing artists.

***Essential People Skills***

- Respect for people's differences and ability to work flexibly.
- Ability to deal with people at all levels in a confident and professional manner.
- Adaptable team player.
- A friendly, outgoing manner with a good sense of humour.
- Personal resilience and self-management, with emotional intelligence.

***Essential Administration Skills***

- Initiative and the ability to handle tasks independently, work under pressure, prioritise and meet deadlines
- Ability to communicate fluently, confidently and tactfully in good clear English in writing and orally, and to listen, negotiate and be assertive as appropriate
- Capacity to manage a busy workload with high productivity
- Ability to assimilate new information and learn standard procedures
- Commitment to delivering a high standard of work

***Desirable***

- Administrative experience in a performing arts or transferable/related context
- A musical education or experience of artistic administration or production.
- A working knowledge of one or more modern European languages.
- An interest in and commitment to promoting diversity in the arts.

**Note:** This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

