

## **JOB DESCRIPTION**

**Role / Title:** Youth Talent Development Officer, JPYAP

**Reports to:** Head of JPYAP

**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 Royal Opera House Jette Parker Young Artists Programme is designed to support the artistic development of talented singers at the beginning of their career. Together with ROH Learning & Participation we will devise and deliver a nationwide & inclusive programme of activities for young people (aged 14-18 years old) that enables young singers to learn more about and actively engage with opera and theatre crafts.

The Youth Talent Development Officer will provide practical and administrative support to our Opera Foundation programme.

### **Key Accountabilities:**

- Assisting with the project planning, scheduling and evaluation of projects (including undertaking research, participating in meetings, preparing agendas and meeting notes, updating and monitoring project budgets).
- Working with partner organisations to identify and recruit 14-18 year olds for our pilot workshops
- Maintaining a database of partner organisations and individuals in relation to the project, including potential and actual participants in line with data protection policies
- Acting as a principal point of contact and liaison for people enquiring about or already participating in projects relating to our Opera Foundation programme.
- Liaising with Royal Opera House and freelance artists working on the programme, providing day to day support and feedback and ensuring that other members of the Royal Opera House team are briefed about progress of activities.
- Preparing learning materials, both written and audio-visual.

### **PERSON SPECIFICATION:**

#### ***Minimum shortlisting criteria***

- Experience of devising, implementing and evaluating arts learning projects.
- Experience of monitoring and managing budgets.
- Excellent written and verbal communication skills, with the ability to communicate effectively and with clarity to a range of partners, participants and stakeholders.

- Commitment to and knowledge of opera/arts education, gained through work experience, academic study or personal development.
- Strong organisational skills with an ability to embrace a systematic planning approach.

***Other Required Skills, Knowledge and Experience:***

- Some knowledge and experience of at least one of the art forms of music, performing arts, theatre and opera within a formal education and/or community education context.
- Microsoft Office user (Word, Excel, Outlook) experience, with the aptitude to learn new systems including EBMS (ROH scheduling system) and/ or Tessitura.
- Some knowledge and experience of current arts education theory/practice, child protection and safe guarding.
- Ability to undertake a varied workload in a busy environment.
- Ability to work in close collaboration as part of a team.
- Proven ability to liaise, and work effectively in partnership, with other organisations.
- Commitment to delivering a high standard of work.
- Ability to maintain good relationships with a variety of staff and artists at all levels in the organisation.
- Ability to deal sensitively and effectively with people representing diverse interest groups.

***Desirable Knowledge/Skills and Experience:***

- Some knowledge of the work of the Royal Opera House, including Royal Opera House repertory and Royal Opera House Learning and Participation.
- Experience in the use of digital media in arts learning.
- Experience of working in a large organisation.
- Experience of producing performances in a professional context.

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

