

JOB DESCRIPTION

Role / Title: Insights and Events Programme Manager (Maternity Cover)

Commencing July 2018 – October 2019

Reports to: Senior Producer, Learning and Participation

Manages: Insights and Events Officer

Overall Purpose of the Job:

Ballet and opera capture the deepest human emotions. The Royal Opera House (ROH) wants to share these life-changing art forms and their power to thrill, move and excite, with as many people as we can. Three principles stand the test of time and guide us today – Excellence, Theatricality and Curiosity.

The purpose of ROH Learning and Participation is to encourage participation and deepen learning, offering people of all ages the chance to discover and question our artforms and create their own responses to ballet and opera.

ROH Insights and Events offer people access to the excellence of our artistic programme, providing audiences aged 18+ the chance to learn more about opera and ballet and the creative process. This key leadership will work closely with the Director of Learning and Participation to lead the programme, curating, producing and event managing the scheduled events and developing the activities for the forthcoming season and beyond in close collaboration with Learning and Participation, The Royal Opera and The Royal Ballet.

The programme comprises:

Insights: This curated programme of live and digital events encourages life-long learning through conversation and interaction, enabling audiences to discover more about our productions and the art forms in general. They feature world-class artists and creative teams together with ROH back stage crafts. Increasingly a high proportion of Insight events are live streamed or filmed to widen access to this rich content – in 2017-18 there were 1.2 million online views. Alongside the core programme of events focused on current productions, a series of partnerships have been set up to explore wider themes, diversify the programme and attract a broader audience.

Insights for ROH Students and Young People: Last year we extended the programme with a new series of more informal Insights for young people. These explore ballet and opera in a more relaxed setting and address some of the more challenging issues inherent in these art forms.

Open Up: In October 2018, we launch a new programme of interactive talks

and workshops for people under 30 in the new public spaces. Still in development, this will include informal talks such as Contemporary Georgian Coffee House debates and interactive sessions such as Crafternoons.

Key Accountabilities:

Creative Programming

- Devise and deliver a successful programme of stimulating and varied learning experiences for a range of Insights audiences.
- Work closely with the Directors of Opera, Ballet and Learning and Participation, the Film and Broadcast team and other colleagues to devise, plan, implement and manage an Insights and Events Programme that meets the learning, engagement and audience development objectives of the organisation.
- Identify key contributors (singers, dancers, musicians, directors, composers, choreographers, makers, interviewers etc.) for inclusion in the Insights and Events programme, with consideration for cultural diversity.
- Collaborate with Film and Broadcasting and Audiences and Media to plan and deliver the filmed and live streamed events.
- Evaluate the programme continually to ensure high standards are maintained.

Project Management

- Schedule and manage Insights and Events for the 2018/19 and 2019/20 seasons, ensuring their fit with the performance schedule and the relevant opera/ballet/orchestral schedules to ensure the involvement of artists, makers and staff.
- Plan each event end-to-end, devising a logistics plan and briefing the artistic companies, Film & Broadcast, Technical, Visitor Experience and others involved.
- Book and contract speakers and other contributors, ensuring they are appropriately briefed as to content and audience.
- Negotiate rights and licences in close collaboration with Business Affairs.
- Ensure all events comply with ROH Health and Safety standards and other legislation.
- Ensure data is collected on attendees in line with ROH procedures and GDPR and analysed to provide evidence of impact.

Event Delivery

- Project manage and lead the delivery of events as they occur.
- Co-ordinate and direct all participants at the delivery of events.
- Evaluate the success of each event as it is occurring and in consultation with contributors and audience afterwards to inform further programming and ensure the ongoing quality of the programme.
- Contribute events for the front of house Learning and Participation programme of activity in collaboration with the Senior Producer Learning and Participation.

Financial Management

- Draw up, monitor and revise the Insights and Events budget with the Director of Learning and Participation and work closely with the Finance department to maintain overview of financial performance, producing accurate and up to date forecasts of income and expenditure reports as necessary.
- Meet annual revenue targets.
- Meet audience targets set annually in discussion with the Director of Learning and Participation.

Communications

- Develop and maintain effective working relationships with the performing companies, other ROH departments and individual artists and staff in order to secure their support for and involvement in Insights events.
- Liaise with colleagues in Box Office, Marketing, Communications, Digital Media and Development, to ensure that the programme is promoted and publicised effectively, that accurate information is provided and that relevant deadlines are met.
- Represent the interests of the Royal Opera House externally as directed: attending meetings, networking and education events; speaking at conferences; contributing articles and reports for publication.

Line management

- Line manage the Insights and Events Officer, providing leadership, coaching and support and undertaking performance management.

General

- As part of the department management team, develop the wider programme as we implement and refine a new Learning and Participation strategy.
- Participate in ROH planning and policy meetings to represent Learning and Participation.
- Comply with the ROH Equality policy and ROH Diversity & Inclusion strategy, using them as a starting point for actively encouraging diversity in Insights programming, practitioners and audiences.
- Undertake additional duties as required.

The role involves regular evening and weekend work and is 40 hours per week, 5 out of 7 days.

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



PERSON SPECIFICATION:

Minimum Skills, Knowledge and Experience:

- Experience of successfully programming an imaginative series of events, scheduled and delivered effectively within a busy performing arts or cultural organisation.
- Knowledge of opera and/or ballet and the repertoire of The Royal Ballet and The Royal Opera.
- Track record of excellent verbal and written communication skills, including public speaking and presentation skills, and writing reports and copy for publications.
- Proven ability to establish highly effective working relationships with colleagues across an organisation, with experience of liaising effectively with artists.
- Strong project management skills, with proven ability to conceive and deliver events to a world class standard, on time and on budget.
- Evidence of strong leadership skills with proven ability to influence, act decisively and problem solve.

Other Essential Skills, Knowledge and Experience:

- Ability to deal with people at all levels in a confident and professional manner, including dealing assertively with difficult situations.
- Experience of the planning and delivery of small scale broadcasting productions with understanding of what makes compelling short form digital content.
- The ability to process complex scheduling information in order to programme effectively within the wider schedule of the organisation.
- Proven ability to evaluate public events.
- Capacity to manage a busy workload with high productivity. Flexibility in dealing with changing priorities under pressure.
- High level strategic thinking and planning skills.
- Monitoring and managing budgets.
- Strong Microsoft Office skills (Word, Excel, Outlook and PowerPoint).
- Experience of managing, motivating and developing staff and project teams.
- Ability to work in close collaboration as part of a team.
- Fluent spoken and written English.
- Ability to take on an ambassador role when representing ROH Learning and Participation with the public and media.