



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Role / Title: Design and Make National Projects Manager

Reports to: Head of National Programmes

Role Context

Ballet and opera capture the deepest human emotions. The Royal Opera House (ROH) wants to share these artforms and their power to move and excite with as many people as we can. We are home to two of the world's great artistic companies – The Royal Opera and The Royal Ballet, performing with the Orchestra of the Royal Opera House.

The purpose of ROH Learning and Participation is to encourage participation and deepen learning for a wide and diverse audience. We offer people of all ages the chance to discover and question our artforms and to create their own responses to opera and ballet. ROH have developed a school programme that gives any school in the country the opportunity to receive training and to deliver creative dance, dramatic signing and design schemes of work in their school. We want to inspire the creativity of the next generation. We want to inspire the creativity of the next generation. The programme currently comprises of Create and Sing, Create and Dance, Design and Make and Design Challenge.

Design and Make and Design Challenge Schools

Design and Make is an exciting long-term initiative connecting the Royal Opera House (ROH) to primary, secondary schools and colleges across England. It is part of our national programme portfolio, currently comprising of Create and Sing, Create and Dance, Design and Make which includes Design Challenge. Through high quality innovative teaching materials and rich engagement activities we inspire teachers and students to engage with our artforms and our repertoire.

The ROH is looking to consolidate the existing programmes and relationships, extend the national reach of the three programmes and develop further theatrecraft resources and programmes.

Overall purpose of job

The key role of this position over the next 12 months is to oversee the delivery of all three Design and Make programmes during 2018/19 and to prepare and implement the 2019/20 programme. The Project Manager will work with the Head of National Programmes, working closely with Head of Learning and Participation (Thurrock) and the L&P Officer National Programmes to manage relationships with participating schools and colleges, implement and disseminate material and workshops, administrate the project budget, communicate with ROH artists, workshop leaders and the Learning and Participation

department and collect evaluation material and case studies for funding reports. The post holder will be involved in devising and scaling the project going forward.

Key accountabilities:

Project Design and Planning

- Devise annual project schedule of tasks aligned to overall project timeline
- Contracting creative practitioners to develop and deliver materials
- Assembling information packs and marketing materials for participating schools and colleges

Resource development

- Assisting the Digital Content Producer in organising the production of digital learning content
- Manage the development of curriculum material
- Manage the production of resources for delivery to schools and colleges

School and College Relationships

- Work with the National Programmes Officer on effective communication with schools and colleges
- Be the main point of contact for practitioners involved in the Design and Make programmes
- Oversee the gathering and collecting of evaluation material, video and photographic evidence and case studies.

Event Management

- Work with the National Programmes Officer to manage schools' attendance at CPDs and Winners' exhibitions
- Work with the National Programmes Officer to co-ordinate teacher CPD and workshop sessions
- Work with the National Programmes Officer to co-ordinate online submissions and judging process

Financial Management

- Undertake financial management of the project, steering accurate forecast, maintain accurate records and processing transactions
- Work with Financial Controller and Head of Trusts of Foundations to monitor and manage the budget and prepare all reports as needed by ROH and external funders

Compliance

- Ensure all activities adhere to all compliance requirements including insurance, Health and Safety legislation - managing all associated risk assessments; equality and diversity policy; UK work authorisation documentation requirements; robust management of data in line with GDPR and other agreed guidelines on good practice.
- Ensure all procedures comply with ROH Safeguarding policies in consultation with the Safeguarding Manager.
- Securing all licenses and rights as required
- Ensure all media and image permissions are secured and all records of photography and recordings are recorded and stored securely.

Data Management and Evaluation

- Collect and update required data on participants and store appropriately in accordance with ROH Data Management and GDPR policies.
- Support the design and administration of evaluations, collecting and analysing feedback and assisting in the preparation of reports for funders and management.
- Work with external evaluators to gather data and provide access to records as needed

Communication, Marketing and Promotion

- Act as an ambassador for Design and Make.
- Report to the Head of National Programmes, with a dotted line management to Head of L&P Thurrock.
- To recruit schools and encourage long term engagement.

National Roll-out

- Maintaining a record of activity to inform national roll-out.
- Any other duties as reasonably required of the role.

The position can be based in Covent Garden or Thurrock, but the post holder will be required to work across both sites.

PERSON SPECIFICATION:

Minimum Skills, Knowledge and Experience:

- Demonstrable commitment and knowledge in arts education, gained through work experience, academic study or personal development.
- Experience of working with schools and/ or further education colleges and an understanding of cultural and creative learning in a schools context
- Demonstrable experience of project management including planning, scheduling, project administration and processing and recording financial transactions.
- Experience of managing budgets
- Experience of organising and managing events
- Experience managing a range of stakeholders
- Excellent written and verbal communication skills, with the ability to communicate effectively with a range of stakeholders in a range of settings, both internal and external.
- Ability to undertake a varied workload in a busy environment, balancing competing priorities

Other Essential Skills, Knowledge and Experience:

- Ability to work in close collaboration as part of a team.
- Excellent computer skills (including Word, Outlook, Excel, PowerPoint, SharePoint and social media).
- Ability to take initiative and lead whilst willing to contribute to the team's activities in a supporting role.
- Ability to work accurately, with good attention to detail.
- Awareness of customer care, health and safety, child protection and equal opportunities issues.
- An active engagement with digital and social media.
- Ability to represent the values of the Royal Opera House sensitively and appropriately.
- Knowledge and understanding of theatre design and/ or theatre craft

Desirable Skills, Knowledge and Experience:

- Knowledge of and interest in the work of the Royal Opera House.

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

