



ROYAL  
OPERA  
HOUSE

## **JOB DESCRIPTION**

**Role / Title:** Administrative Producer, The Royal Opera

**Reports to:** Creative Producer, The Royal Opera

**Works closely with:** Technical and Production Departments (in particular the Linbury Technical staff), Audiences & Media, Development, Planning and Business Affairs Departments and Royal Opera Contracts Administrator

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

Together with the Creative Producer and Producer, deliver The Royal Opera's productions for the Linbury Theatre and other stages in and beyond the ROH site, including productions on tour, productions produced in partnership with other companies, artist development projects and other extraordinary projects and RO-produced events as required.

### **Key Accountabilities:**

#### ***Planning & Administration***

- In consultation with the Royal Opera Contracts Administrator and Business Affairs, negotiate the terms of engagement and manage the contracting of guest artists, creative teams, visiting companies, guest orchestras and workshops for all Royal Opera Linbury productions and any other extraordinary events being led by Linbury Producers.
- In consultation with Business Affairs, oversee the negotiation of rights, licenses and royalties for all Royal Opera Linbury productions and any other extraordinary events being led by Linbury Producers.
- Work collaboratively with the Producer and Creative Producer on the negotiation of commission and co-production contracts.
- Work with the Creative Producer (Opera), Senior Producer (Ballet) and Planning Department to coordinate the schedule for presented and produced Royal Opera work in the Linbury theatre.
- Use ROH scheduling system #DIESE to ensure full information about Linbury Productions is available and work with Production Assistant to organise first night parties.
- Work closely with the Audiences & Media teams on the production of marketing and media materials and opportunities.

- Collate and proof all marketing material and manage information flow to relevant departments.
- Manage box office and ticketing set-up processes for The Royal Opera's productions for the Linbury Theatre and other stages in and beyond the ROH site, including productions produced in partnership with other companies, artist development projects and other extraordinary projects and RO-produced events as required.
- Manage ticket requests and allocation for all Royal Opera Linbury productions and visiting companies. Use Tessitura as required.
- Work closely with Producer and collaboratively with other staff to manage project information flow and maintain effective liaison with all departments within the ROH.

### ***Programme Delivery***

- Work closely with the Producer to draw up detailed budgets, monitor expenditure and deliver projects within the agreed budget.
- In consultation with the creative team and the Producing team, contribute to casting and manage Royal Opera Linbury casting processes, including the sharing of feedback as requested.
- Contribute to the creative development of projects and productions from initial concept, through rehearsal to performance, making input where necessary.
- Collate and manage weekly production schedules including the scheduling of costume fittings and coaching sessions
- Work closely with the Producer and Assistant producer to support Jette Parker Young Artists productions
- Manage and monitor collation of risk assessments and other required Health & Safety documentation; monitor adherence to all H&S procedures including CDM.
- With the Producer and Production Assistant, support research and development workshops including contributing to casting of singers, building of development teams, booking musicians and managing of workshop space.
- Work collaboratively with the whole Linbury producing team to design, plan and deliver the Engender Network and Engender annual event, with specific responsibility for planning, scheduling and contracting, leading on the Insight events and on speakers for the network events.
- Support the Creative Producer to develop opportunities for, and manage administration and logistics for hires and tours of existing Linbury Productions, both in the UK and Internationally
- Ensure all activity is adequately evaluated, feedback is shared and any learning implemented.

### ***Artist Management***

- Form productive and supportive relationships with artists, demonstrating an ability to understand their needs while being able to articulate the context within which The Royal Opera is producing their work, and ensure that all guests adhere to ROH policies and procedures.
- Manage and maintain liaison with visiting companies including facilitating their relationship with all relevant in-house departments, managing the schedule, contract, ticket requests, room bookings and reconciliation.
- Work with the Producer to scout and manage all freelance production staff including stage management and music staff as required.
- Manage finance administration for Royal Opera Linbury team including management of payments of all creatives, guest artists and freelancers through weekly and monthly payroll, and reconcile petty cash.
- Co-ordinate paperwork required by HR and contracts department.
- Work closely with the Royal Opera Contracts Administrator to fulfil UKBA immigration requirements for non-UK based artists and production-related personnel for all Royal Opera Linbury productions.
- Ensure that appropriate record keeping and filing systems are adhered to, including management of all production-related documentation (paper or digital), show bible and production riders.

### ***General***

- Contribute as a team player within Opera Company.
- Undertake 'Show duties' as required.
- Challenge Producing team to 'work smarter' by evaluating existing processes and systems.
- Represent the ROH within the arts sector.
- Adhere to Health & Safety legislation, Equal Opportunities guidance, House Rules, Site Rules and other agreed guidelines on good practice.
- Other responsibilities, as delegated by the Creative Producer.

## PERSON SPECIFICATION:

### Essential Skills, Knowledge and Experience:

#### *Performing Arts*

- Substantial experience of managing and producing lyric arts projects
- Experience of working in a complex performing arts organisation and dealing with the full range of departments and with staff and artists at all levels.
- Passionate for theatre and new writing.

#### *Project Management*

- Project management skills including preparation and management of budgets.
- Highly proficient Microsoft Office user, Word and Excel skills and ability to learn EBMS.
- High standard of accuracy and attention to detail.
- Eye for process & systems with a view to encouraging smarter working.
- Ability to work successfully with the wide range of artists and staff involved in successfully delivering every aspect of productions and projects.
- Knowledge of health and safety legislation as it applies to this field of work.
- Ability to perform under pressure, take responsibility and make decisions under pressured circumstances.

#### *People Skills*

- Deal confidently and effectively with a wide range of people both within and without the ROH.
- Flexible and calm approach.
- Excellent communication skills, verbal and written.
- Strong delegation skills and ability to manage a team of varied skills and experience.
- Understanding of needs of performers and ability to instil confidence and gain trust.
- Ability to represent the Royal Opera House in public.

#### *Other Requirements*

- Flexibility to work varied hours to deliver the programme as required within the allocated weekly working time and to spend time, if necessary, working on location in other venues as required.

### Desirable Skills, Knowledge and Experience:

- Knowledge of opera repertory and the opera sector.
- Experience of dealing with copyright issues and artists' agreements.
- Company and or/General Management experience.

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

