



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

- Role / Title:** Assistant Producer, The Royal Opera
- Reports to:** Producer, The Royal Opera
- Works closely with:** Technical and Production Departments (in particular, the Linbury Technical staff), Audiences & Media and Development departments and Planning Department

Overall Purpose of the Job:

Support the Creative Producer and Producers to successfully develop and produce and the Royal Opera's productions for the Linbury Theatre, Clore Studio and other stages beyond the ROH site and R&D work. This includes productions produced in partnership with other companies and artist development projects. To effectively support the day to day running of the busy Linbury production office.

KEY ACCOUNTABILITES

General Administration and planning

- Administrate all enquiries relating to The Royal Opera Linbury Theatre from ROH staff and outside callers, responding appropriately and/or facilitating responses including drafting responses.
- Diary support as required to the Creative Producer, including co-ordinating meetings, travel and accommodation, booking rooms and minuting for meetings where required.
- Support The Royal Opera Linbury Programme with filing and archiving of materials, both digital and physical.
- Use ROH scheduling system #DIESE to ensure full information about Linbury RO productions are maintained and colleagues and relevant departments are kept informed of new information & changes.
- Contribute to general office duties, including maintaining supplies and managing post.
- Lead on credit card reconciliation, e-procurement and raising orders on the Presto system
- Be the point of contact for unsolicited pitches and administer and file submissions
- Research for the Creative Producer and Director of Opera as required.
- Be the first point of contact for creative teams, technical, FOH (when required) and artists and agents.

Programme Planning and Delivery

- Support the Producers in collating artist availability. Generate casting ideas, av checking and booking artists, and creating deal memos.
- Support the Producers in the scheduling, sourcing & booking of rehearsal space (internal and external).
- Work with Producers to provide accurate source data, images and copy information on Royal Opera Linbury Programme productions and visiting companies to the designated contact staff in Audiences & Media, including Box Office by the agreed deadlines.

- Liaise with guest orchestras to support their requirements, including instrument hire and orchestra operations
- Liaise with ROH music library to coordinate score creation and distribution
- Produce and maintain contact sheets, distribution lists and n/a sheets for all productions
- Support the Producers in setting up and running of auditions
- Undertake 'show duties' as required.
- Support Linbury technical, stage management, and Creative teams during tech week.
- Minute production meetings
- Take rehearsal notes and feedback to the Creative Producer
- Work with the Creative Producer and Producer to plan and deliver the Linbury R&D programme including organising meetings, workshops and sharing's, keeping the budget up to date, contracting artists, liaising with artists about their requirements, casting and overseeing technical requirements
- 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.
- Issue Welcome Pack to incoming companies and artists and co-ordinate venue access and security passes for artists & companies.
- Co-ordinate Meet & Greets.
- Organise transport and accommodation for international and UK based artists, as required and in line with policy requirements.
- Work with Producers to liaise with all operational departments (Front of house/ technical/ catering/ facilities/security) as to the project's requirements in a timely and agreed manner.
- Co-ordinate first night receptions in conjunction with Producers, incoming companies and in-house Catering.

Artist Management

- Organise quarterly general auditions and when required production auditions
- Facilitate and organise observership opportunities for emerging creatives and artists.
- Support the Creative Producer and with the administration and management of the GSMD relationship, including being point of contact for the Opera Maker MA students and The Opera PHD student to arrange access to the building, rehearsals, meeting other departments etc

General

- Contribute as a team player within Opera Company.
- Work collaboratively with other staff and maintain effective liaison with all departments within the ROH, and all professional and external contacts
- Undertake any other supporting work for The Royal Opera Linbury & mid-scale Programme as reasonably required
- Adhere to Health and Safety legislation, Equal Opportunities guidance, House Rules, Site Rules and other agreed guidelines on good practice.
- Other responsibilities, as delegated by the Producer and Creative Producer.

PERSON SPECIFICATION:

Essential Skills, Knowledge and Experience:

Performing Arts

- Experience of supporting the planning, producing and delivery of performing arts projects
- Passionate about theatre, opera and about new writing
- Ability to read music

People Skills

- Deal confidently and effectively with a wide range of people from across the organisation and wider theatre sector in a confident and professional manner.
- Flexible and calm approach
- Excellent communication skills, verbal and written
- Understanding of needs of performers and ability to instil confidence and gain trust.
- Consistent high level of customer care and responsiveness as well as tact and diplomacy

Administration

- Strong organisational and administrative skills with a systematic approach
- Numeracy and ability to record and track simple budgets using Excel
- Strong time management skills with ability to prioritise and meet deadlines
- Capacity to manage a busy workload with high productivity
- Ability to assimilate new information and learn procedures and systems
- Commitment to delivering a high standard of work
- Self starter and good team player
- High standard of accuracy and attention to detail with excellent verbal/written English
- Highly proficient Microsoft Office user, Word and Excel skills and ability to learn #DIESE

Other Requirements

- Flexibility in dealing with changed priorities, initiative and problem solving
- Ability to represent the Royal Opera House in public
- Flexibility to work varied hours (including evenings and weekends) to deliver the programme as required and to spend time, if necessary, working on location in other venues as required

Desirable Knowledge/Skills and Experience:

- Knowledge of opera repertory and sector

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

