

JOB DESCRIPTION

Role / Title: Contracts and Music Assistant (Opera Company)

Reports to: Contracts Manager, The Royal Opera

Overall Purpose of the Job:

To provide efficient administrative support and assistance across a range of work within the Opera Company, particularly focusing on issuing guest artist contracts and managing all Royal Opera contract records. Maintaining an overview of each season including preparation and distribution of musical information.

Key Accountabilities

Contracts Administration

- Prepare and issue pro-forma contracts, revisions and addenda for performing guest artists (singers and conductors) for all Royal Opera Main Stage and Linbury Theatre performances, and performances at outside venues.
- Monitor and administer revisions to contracts, confirmations of dates and other details, and ensure the prompt return of signed contracts and addenda to ROH and subsequent prompt return to artists of fully executed copies.
- Distribute relevant contractual information necessary for payment of performing artists..
- Distribute artists' relevant key contractual information to relevant departments within the House.
- Assist Chorus Management in the preparation, uploading and management of extra chorus and actors contracts.
- Keep up-to-date and accurate listings and records of contracts and relating addenda issued and returned. Manage all Royal Opera contract record keeping, filing and uploading. Maintain excellent and accessible records including PDF copies of all signed contracts. Provide document support by way of preparation of all internal documentation relating to issued contracts.
- Ensure casting information as contracted is accurate and update on DIESE database as well as in all print and online publications.

- Prepare and draft select Assistant Director and other contracts in the standard ROH form as directed by Contracts Manager.
- Source and provide contractual information on all guest artists in forthcoming productions regarding nationalities and Certificates of Sponsorship that may be required.
- Supply Director of Casting with guest artists' contractual fee histories as required.
- Co-ordinate with Business Affairs and the Administrative Director to notify guest artists and creative teams of upcoming media plans and monitor replies. Assist Business Affairs by providing information and monitoring guest artists' contractual recording rights for upcoming media plans.
- Assist in ensuring that the security of contracts is maintained and that confidences are not breached in line with current GDPR regulations.
- Preparing and circulating details of artists NAs to agents and internally.

Head of Music administrative support

- As directed by the Head of Music, preparation and distribution of production materials, liaison with Music Library and Orchestra Office as appropriate and managing record keeping.

Opera Company support

- Provide efficient general administrative support to the Royal Opera Company as directed.

PERSON SPECIFICATION:

Essential Skills, Knowledge and Experience:

Skills and Experience

- Experience of working within a performing arts environment or producing theatre.
- Some experience, understanding and proven interest in contractual processes.
- Ability to work under pressure in a busy performing and/or producing environment.
- Experience of administrating casting auditions.
- Experience in a support role in a large complex organisation.
- Ability to read a vocal score.

Administration Skills and Knowledge

- Highly organised with a meticulous, systematic approach.
- Good general knowledge of opera ecology in the UK and Internationally.
- Excellent administrative, planning, time-management and organisational abilities.
- Excellent proof-reading skills with exemplary attention to detail.
- Competent Microsoft Office user and confident in learning new software.

Communication and People Skills

- Good verbal and clear written communication skills with high standard of written/verbal English.
- Able to build and maintain good working relationships with people at all levels.
- Strong customer care approach.
- Able to work autonomously or as a team as required.

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

