

## **JOB DESCRIPTION**

**Role / Title:** Jette Parker Young Artists Programme Assistant

**Reports to:** JPYAP Administrator

**Liaises with:** All members of the JPYAP, members of the Royal Opera Company, Royal Ballet and external partners.

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

To support the smooth day-to-day operations of the Jette Parker Young Artists Programme at the Royal Opera House.

The JPYAP accepts singers, conductors, pianists and directors of exceptional promise from all over the globe to train and perform with the Royal Opera over a 2 year period, and offers courses and access opportunities to early career opera-makers and vocational students

### **Key Accountabilities:**

- Assist with the preparation and updating of the Programme's annual and weekly schedules including securing availability of rooms, coaches and artists.
- Create and maintain accurate up-to-the-minute JPYA season diaries ('charts') and records of coaching undertaken ('rolling schedule')
- Handle changes to the schedules including finding replacement artists or coaches in case of cancellations, adding costume or wig fittings and dealing with room changes.
- Maintain accurate and up-to-date payment and sickness records for all JPYAs
- Calculate weekly hours for the Programme coaches for payment, and instruct Payroll
- Build relationships of trust with the Jette Parker Young Artists in order to assist them in their life with the Programme and ROH
- Assist with the organisation and running of auditions and interviews of potential new artists for the Programme.
- Prepare material for and assist with auditions of JPYAs and alumni
- Prepare, proof-read and photocopy programmes for JPYAP recitals, performances and other events.
- Maintain contact databases, mailing lists, monitoring forms, and other records as directed

- Maintain correct JPYAP information on DIESE, SharePoint and JPYAP website pages including posting opportunities and creating application forms
- Maintain records of performances by current JPYAs and JPYAP alumni, including press reviews and photographic records
- Manage the smooth running of JPYAP events including concerts, recitals and masterclasses
- Keep fastidious records of JPYAP events, maintaining accessible files for easy reference by JPYAP team members
- Service internal ROH departments and external organisations with information required about the Programme or its artists and alumni
- Undertake any other reasonable duties as directed by senior JPYAP staff
- From time to time undertake duties for other departments within the Royal Opera (Opera Company, HR, Linbury Theatre etc.)

## **PERSON SPECIFICATION:**

### ***Minimum shortlisting criteria***

- Administrative experience.
- Excellent IT skills, which must include all Microsoft Office functions (Word, Excel, Outlook) and ability to learn Microsoft Access and DIESE artistic planning software.
- Proven accuracy and attention to detail, with excellent proof-reading skills.
- Proven ability to work in an organized manner, with a systematic approach and ability to juggle effectively multiple tasks under pressure.
- Excellent spoken and written English, with a good grasp of English grammar.
- Enthusiasm to learn more about classical music and opera and to support developing artists.

### ***Essential People Skills***

- A team player with respect for people's differences and ability to work flexibly.
- Ability to deal with people at all levels in a thoughtful, confident, and professional manner.
- A friendly, outgoing manner with a good sense of humour.
- Personal resilience and self-management, with emotional intelligence.
- Commitment to Royal Opera House's Values and Behaviours ethics

### ***Essential Administration Skills***

- Initiative and the ability to handle tasks independently, work under pressure, prioritise and meet deadlines
- Ability to communicate fluently, confidently and tactfully in good clear English in writing and orally, and to listen, negotiate and be assertive as appropriate
- Capacity to manage a busy workload with high productivity
- Ability to assimilate new information and learn standard procedures
- Commitment to delivering a high standard of work

### **Desirable**

- Administrative experience in a performing arts or transferable/related context
- A musical education or experience of artistic administration or production.
- A working knowledge of one or more modern European languages.
- An interest in and commitment to promoting diversity in the arts.

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

