



JOB DESCRIPTION

Administrative Producer (Linbury), The Royal Opera

Reports to: Producer, The Royal Opera

Works closely with: Technical and Production Departments, Planning and Business Affairs Departments, Audience and Media, Royal Opera Company Manager and Royal Opera Contracts Administrator

Overall Purpose of the Job:

The Administrative Producer together with the Creative Producer and Producer plan and deliver the productions for the Linbury Theatre and are responsible for the day to day activities of the performing company. Collectively we work to provide the best possible environment in which everyone can give their best performance. The team leads on Engender, an initiative committed to driving gender equity in the sector and also leads on various sector support and talent development initiatives.

The Administrative Producer will lead on artist liaison and weekly rehearsal scheduling, running details regarding rehearsals and performances and will be the main point of contact for the artists. They will act as the link between the artists, stage and office and visa versa and ensure the producers are kept informed of any situation that may impact on the production.

Key Accountabilities:

Administration

- Support the Artistic Administrator to 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.
- Use ROH scheduling system #DIESE to ensure full information about Linbury Productions is available and work with Production Assistant to organise first night parties.
- 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.
- Collate and proof all marketing material and manage information flow to relevant departments.

- In consultation with the creative team and the Producing team, contribute to casting and manage Royal Opera Linbury casting processes, leading on administration and sharing of feedback as requested.
- Contribute to general office duties, including maintaining supplies and managing post.

Company management

- In collaboration with Royal Opera Company Manager coordinate weekly schedule and daily changes.
- Collate and manage weekly production schedules including the scheduling of costume fittings and coaching sessions.
- Manage and monitor collation of risk assessments and other required Health & Safety documentation; monitor adherence to all H&S procedures including CDM.
- 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.
- Support the Producer to scout and manage all freelance production staff including stage management and music staff as required.
- Manage finance administration for Linbury team including management of payments of all music staff and stage management through weekly and monthly payroll and collate expenses and receipts.
- Co-ordinate paperwork required by HR and contracts department.
- 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.
- Work with the producers to support the marketing and press needs for the production, including scheduling and liaising with artists for any marketing and press requests for filming, interviews, photography and recordings.

Production delivery

- With the Producer support research and development workshops including contributing to casting of singers, building of development teams, booking musicians and managing of workshop space.
- Share responsibility for 'Show duties' throughout performance runs.
- Give on stage show announcements where/if necessary.
- 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 Linbury technical, stage management, and Creative teams during tech week.
- Minute production meetings.
- Co-ordinate Meet & Greets and whole house model showings.
- 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 the team, incoming companies and in-house Catering.

Engender

- Work collaboratively with the 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 new strands of work in this initiative.

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.
- 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 Producer.

PERSON SPECIFICATION:

Essential Skills, Knowledge and Experience:

- Outstanding administration skills and substantial experience of managing performing arts projects
- Ability to work successfully with the wide range of artists and staff involved in successfully delivering every aspect of productions and projects.
- An eye for process & systems with a view to encouraging smarter working
- A passion for theatre and new writing
- Understanding of the needs of performers and ability to instil confidence and gain trust.
- Excellent communication skills, verbal and written.

Other Essential Skills

Performing Arts

- Relevant professional experience as an arts administrator.
- Experience of managing and producing arts projects.

Administration

- Highly proficient Microsoft Office user, Word and Excel skills and ability to learn new software.
- High standard of accuracy and attention to detail.
- Ability to perform under pressure, take responsibility and make decisions under pressured circumstances.

People Skills

- Company and or/General Management experience.
- Deal confidently and effectively with a wide range of people both within and without the ROH.
- Flexible and calm approach.
- Strong delegation skills and ability to manage a team of varied skills and experience.
- 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:

- 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.
- Knowledge of opera repertory and the opera sector.

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

