



# ROYAL OPERA HOUSE

## **JOB DESCRIPTION**

**Title:** Assistant Producer, The Royal Ballet

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

---

### **Main purpose of the job**

To support the smooth operation of administrative systems, designated productions and performances within the day to day operations and scheduling of The Royal Ballet, with a focus on the Linbury Theatre performance programme and Choreographic Development projects

### **Main Responsibilities**

#### *Administration and Production Support*

- Provision of administrative support to the Creative Producer, including co-ordinating regular meetings, booking spaces and supporting Season planning
- With The Royal Ballet Company Manager, take responsibility for the Welcome Pack and keep the information up to date
- Contribute to office duties as directed
- As part of the Producing team, undertake performance duties including liaison with other staff teams on duty and visiting company representatives

#### Linbury Theatre and Choreographic Development projects and productions -

- Act as the first point of contact for all project enquiries from Royal Opera House staff and outside callers, responding appropriately and/or facilitating responses
- With the Artistic Administrator, coordinate the collation and proofing of information for all marketing, press and media activity
- Prepare Box Office set-up forms and events sheets for Linbury Theatre and Clore Studio productions
- Co-ordinate ticket requests and allocation for the Linbury Theatre and Clore Studio productions
- Support Producers with archiving of materials, both digital and physical
- Co-ordinate first night receptions with the relevant Royal Ballet Producer and in liaison with incoming companies, co-producers and in-house catering
- Project management of designated projects, taking responsibility for all aspects of the project or production
- Work closely with the Music Library, Legal and Business Affairs to obtain required rights clearances for projects
- Ensure production folders on Sharepoint are regularly and accurately updated with the agreed production documentation in liaison with the Producing team

### *Space and Financial Administration*

- Attend regular ROH scheduling meetings as directed
- Support the Creative Producer and Planning colleagues to organise the use of ROH spaces by external companies and artists for rehearsals, workshops or other activity
- Act as the main point of contact and the coordinator for DIESE and Presto for the Linbury Theatre and Clore Studio projects and productions including liaison with the IT team and other department Super Users

### For projects that have been designated to the Assistant Producer by the Administrative Director or Creative Producer

### *Visiting Company and Guest Artist Liaison*

Assist the Producer as required with

- Assisting with issuing the Welcome Pack visiting companies and artists and co-ordinating venue access and security passes for incoming companies as required
- Assisting with organising transport and accommodation for international and UK based artists, as required and in line with policy requirements
- Assisting with the coordination of payments for guest artists and visiting companies
- Assisting with the coordination of Certificates of Sponsorship and other immigration arrangements
- Being a point of contact for visiting artists and companies in the leadup to events and performances
- Booking external rehearsal spaces
- Assisting with liaison with all relevant operational departments as to the project or production's requirements in a timely and agreed manner
- Ensure team colleagues and relevant departments have timely information for cast and production details/ changes in schedules/repertory/titles/ prices and all other information
- Undertake liaison duties around performances with other staff on duty and visiting company representatives, as required; this may require organising pre or post show receptions, liaison with catering and FOH, and attending performances, as directed

### *Other*

- Work collaboratively with all staff and maintain effective liaison with all departments within the Royal Opera House, and all professional and external contacts
- Use all ROH systems, intranet, SharePoint and other tools effectively
- Compliance with Health and Safety procedures, undertaking Risk Assessments and implementing and upholding best practice across all managed projects
- Adhere to all compliance requirements including, child protection, Equalities policy, immigration documentation requirements, House Rules and other agreed guidelines on good practice
- Undertake any other supporting work for The Royal Ballet as reasonably required

### *Continuous Improvement*

- Play an active role in the team and The Royal Ballet office, contributing to the efficient running of the department
- Contribute to a culture of innovation and continuous improvement

- Promote and foster a culture of information sharing, collaborative working and cross-team working
- Manage own continuing professional development in areas relevant to the role
- Develop subject matter knowledge in ballet and contemporary dance, from working on designated projects and general awareness of visiting and resident artists and choreographers

## **PERSON SPECIFICATION**

### **Essential Skills, Knowledge and Experience:**

#### *Performing Arts Experience*

- Relevant producing experience ideally in dance and the performing arts
- A keen passion for new dance work
- Administrative experience, ideally in an arts organisation and ability to learn and follow procedures
- A good general understanding and experience of the working practices of a producing theatre

#### *Project Coordination*

- Strong organisational and administrative skills with a systematic approach
- Accuracy and attention to detail
- Ability to provide accurate, timely and concise information as required
- Strong time management skills with ability to prioritise and meet deadlines
- Highly proficient Microsoft Office user, skills and ability to learn databases, SharePoint and other new systems
- Numeracy and ability to record and track simple budgets using Excel
- An understanding of relevant health and safety good practice
- Flexibility in dealing with changed priorities, initiative and problem solving
- 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

#### *Communication and People Skills*

- Strong written and verbal communication skills with high standard of verbal/written English
- Strong team player with proactive approach
- Consistent high level of customer care and responsiveness as well as tact and diplomacy
- Ability to deal with people at all levels in a confident and professional manner

#### *Continuous Improvement*

- Ability to work to and support a culture of continuous improvement
- Commitment to managing own learning and continuous professional development relevant to the role

#### *Other Requirements*

- A commitment to best practice principles of equality, diversity and inclusion
- Ability to work regular evenings and weekends and irregular hours as the job demands
- Awareness of compliance requirements and ability to follow department procedures to ensure requirements are in place for health and safety, immigration, child protection, equalities and other areas of compliance as needed
- Ability to travel to other venues on occasion if required

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