



ROYAL
OPERA
HOUSE

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 and managing guest artist contracts. Maintaining an overview of each season including preparation and distribution of musical information.

Key Responsibilities

Contracts Administration

- Prepare contracts from a template, draft revisions and addenda for performing guest artists (singers and conductors) for all Royal Opera Main Stage and Linbury Theatre performances.
- Issue and file contracts using remote signature platform, DocuSign.
- Draft revisions to contracts, clearly indicating changes to dates or other details.
- Distribute key contractual information to relevant ROH departments.
- Maintain excellent and accessible records, including signed contracts, on a shared database.
- Ensure casting information as contracted is accurate and updated on ROH's DIESE database, as well as in all print and online publications.
- Supply Director of Casting with guest artists' contractual fee histories as required.
- Support Contracts Manager in drafting and managing creative team, co-production, licensing, and hiring contracts.
- Assist Chorus Management in the preparation and management of extra chorus and actor contracts from time to time.
- Co-ordinate with Business Affairs and the Administrative Director to periodically notify guest artists and creative teams of 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.

Head of Music administrative support

- As directed by the Head of Music, prepare and distribute production materials, liaising with Music Library and Orchestra Office as appropriate, and manage record keeping.

Opera Company support

- Prepare and circulate details of artists non-availabilities to agents and internally.
- Prepare for and run auditions.
- Assist Company Management in creating and distributing cast info (including photos and contact details) prior to the start of production rehearsals.
- Support Artistic Administrator in issuing Certificates of Sponsorship and other administration in relation to artist travel.
- Provide efficient general administrative and office 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.
- Understanding and proven interest in contractual processes.
- Ability to work under pressure and adapt in a busy environment.
- Experience of administrating auditions.
- Experience in a support role in a large and/or complex organisation.
- Ability to read a vocal score.

Administration Skills and Knowledge

- Highly organised with a meticulous, systematic approach to work.
- Good general interest in opera, theatre, and music in the UK and Internationally.
- Strong 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

- Clear written communication skills with high standard of written and verbal English.
- Able to build and maintain good working relationships with people at all levels, both internally and externally.
- Strong customer care approach.
- Able and willing 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.*

