



# ROYAL OPERA HOUSE

## **JOB DESCRIPTION**

**Role / Title:** Learning & Participation Events Casual Staff

**Reports to:** Designated Manager

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### **Background to the role:**

At the Royal Opera House we want many more people to enjoy and engage in exceptional ballet and opera.

The Daytime Events and Open Up programme consists of weekly workshops, informal performances and events for early years, families, schools, young people, adult learners, community groups and general visitors as well as festivals at key points in the year.

The Learning & Participation department maintains a list of individuals who may be offered work on these events, on a casual basis. Those whose names are included on the list will be required to attend a briefing before working at any events.

Inclusion on the list of Learning & Participation Department casuals is no guarantee that work will be offered, and individuals are at liberty to decline any offers of work which are made.

### **Job role:**

Learning & Participation event casuals are required to support the Learning & Participation team by setting up materials and event spaces, engage with activities and act as representatives of the department and the Royal Opera House. This includes, but is not limited to:

- Assisting the Daytime Events team with the set-up of spaces and activities preceding events.
- To prepare resources for craft activities, set-up craft spaces and guide participants through craft activities to tight time frames and on rotation.
- Working closely with artists and workshop leaders to help them deliver activities.
- Act as a runner and liaise with artists before and after they perform.
- Manage dedicated space ensuring activities run to time.
- -Be a point of contact for event participants.
- -Keep informed of the events taking place in the building.
- -Ensure your event space is set-up and packed-down neatly at the end of the day.

- Supporting the General Manager in ensuring the events abide by health and safety and safeguarding regulations by raising concerns as necessary.
- Working with the ROH internal teams such as Technical, Front of House, Cleaning and Facilities.
- Collating feedback and observation at the end of each event and communicate them with the Producing team.
- Managing the events welcome desk, greeting artist and crew to the event and directing them to relevant spaces in the Royal Opera House.
- To follow and adhere to all ROH policies, values and behaviours: Treat each other with Respect | Be Open | Value the Highest Standards.

## PERSON SPECIFICATION

Successful candidates will demonstrate:

- An interest or passion for the arts.
- Enthusiasm about working with families and young children.
- Proactivity and the ability to solve problems in a busy environment.
- Solid prioritisation and communication skills.
- Previous experience of assisting or volunteering at events is desirable but we will also provide some training.

