



2022

**ROH
APPRENTICESHIPS**

INTRODUCTION

1. What part could you play?
2. What it is like working at ROH
3. Apprenticeships at ROH
4. Apprenticeships on offer in 2022
5. How our apprenticeships work
6. How to apply
7. After you apply
8. Hints & Tips for your application
9. Health & Safety
10. ROH values and behaviours



What part could you play?

Would you like to earn while you learn as an ROH Apprentice and play a part in the creation of our world class performances? Apprenticeships pay you and pay for your training as you gain new skills to set you off on your career path.

Don't know about what we do? Take a look at this for a glimpse into our house....

<https://www.youtube.com/watch?v=MDSFLAsVTVA&list=PLFEuShFvJzBxb6YsUG67gxBBU-AaIRY7H&index=1>



What it is like working at ROH

The Royal Opera House is home to The Royal Ballet, Royal Opera and the Orchestra of the Royal Opera House. We are a producing repertory theatre-meaning that we make most of the productions that are shown ourselves.

Every set, costume and prop that appears on the stage to create the spectacular worlds that help tell the stories is made by our teams of highly skilled craftspeople; these include Scenic carpenters, Scenic metal workers, scenic artists, prop makers, armourers, wig makers and costume makers.

There are also teams of highly skilled people who get the production up and running on the stage; Lighting experts, sound experts, stage build crews and Flys and automation crews, on stage props, costume and make up teams. These teams get the show up and running from rehearsal through to performance nights. There are up to four different productions showing on our main stage in a week and a whole production can be stripped from the stage to make way for another in a matter of minutes.



Outside the teams directly working on our performances there is an army of people that support the performances and keep the building running. For a full list of the ROH departments please see below:

- Chief Executive's Office
- Visitor Experience
- Audiences and Media
- Learning and Participation
- Development and Enterprises
- Operations
- Planning
- Finance, Legal and Business Affairs
- Human Resources
- Information Technology
- Estates and Facilities



Apprenticeships at ROH

Whatever the team, everyone who works at ROH has a passion for what they do and a shared interest in keeping this unique and brilliant theatre doing what it does best.

For that to continue into the future, we want to encourage fresh, passionate new talent into the building and our apprenticeship scheme plays a big part in that. All departments across the organisation support the apprentices through their journey with us.

Apprentices at ROH get an authentic work place experience of their specialist field and are fully integrated into the professional teams who are working on producing our live shows.

We are interested in recruiting apprentices that first and foremost are curious, driven by a creative environment and keen to learn new skills.

We don't expect our apprentices to be experts, but we do want people who foremost bring enthusiasm and willingness to learn from some of the best in the industry and who might teach us a thing or two!

Take a look at **these case studies** to hear more some past apprentices stories



Apprenticeships on offer in 2022

(click to find out more about each one)

Do you love being involved in live events and performances?

Are you practical and good at problem solving? Enjoy being part of a team and up for a challenge? Then a backstage career could be for you...

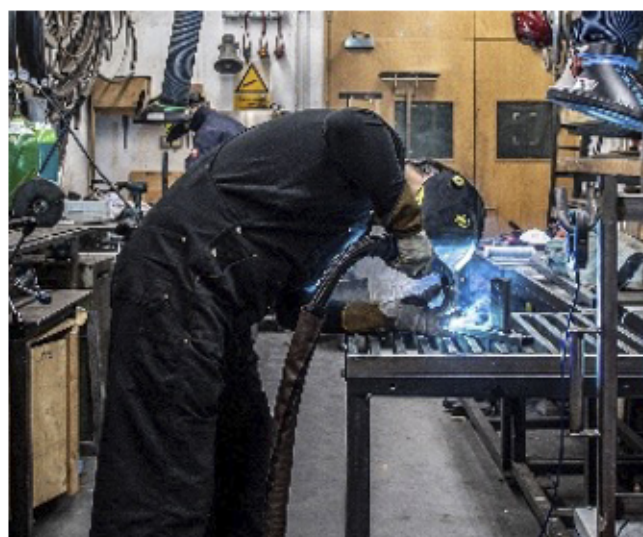


- **Technical Theatre**
- **Technical Theatre - Lighting**



Are you practical and enjoy making things? Are you good at problem-solving? Do you enjoy being part of a team? Are you ready to learn new skills? Then a career in a stage craft could be for you...

Do you have some experience of metalwork? Are you interested in engineering? A career in scenic construction could be for you...



- **Scenic Metalwork**



Apprenticeships on offer in 2022

(click to find out more about each one)

Do you have an interest in textiles or fashion? Do you enjoy sewing? Then a career in costume making could be for you...



• **Costume Making**

Are you good at painting and drawing and working with colour? Do you have an interest in visual art? A career as a scenic artist could be for you...



• **Scenic Artist**



Apprenticeships on offer in 2022

(click to find out more about each one)

Do you have an interest in history, art or museums and in the preservation of artefacts for future generations? Are you good at organising and assessing a situation to resolve problems? A career in collections and archiving could be for you...



• Archivist



Do you enjoy communicating with people? Do you have an interest in visual and verbal communication as marketing? A career in Theatre marketing could be for you...



• Marketing



How our apprenticeships work

ROH Apprentices are placed in a department relevant to their apprenticeship where they work as part of those teams across a working week that is regulated by the line manager in the department.

Apprentices are also supported by the Apprenticeships team to ensure each apprentice is happy in their placement and keep them on track throughout. The apprentices also support one another as a peer group; there are several opportunities to meet throughout the placements.

Apprenticeships are 2 years (3 in some cases) and have a mix of work and study. Each position is assigned a college that will support the qualification learning and a percentage of the working week of an apprentice is assigned for college work and study. This is either on day release, block release or remote learning.



How to apply

Scroll to the bottom of the advert on the ROH website and click on 'Apply Now'. Complete our simple application form- we promise it is not too scary. If you have any access needs and would like to complete the form in a different format- please contact us on hr.recruitment@roh.org.uk
The closing date for applications is **9:00am Tuesday 7 June**

After you apply

You will hear from us in 2 weeks and if we select you for interview you will be invited to an initial shortlisting workshop at ROH in the **week beginning 27 June**. After this there will be a further round of shortlisting and if you are selected you will be invited to a more formal interview either in person or online by mid-July. You may be asked to prepare something for this interview- dependent on the role you have applied for.

Hints & Tips for your application

- Take a look at the case studies on the ROH website which are written by current and previous apprentices. These will give you an idea of what is involved in the recruitment process, and what it is like to be an apprentice at the ROH.

<http://www.roh.org.uk/learning/young-people/apprenticeships/apprenticeships-case-studies>

- Watch the films on the apprenticeships page of the ROH website. These will give you a further insight into what it is like to be an apprentice here and if it is the right path for you.

<http://www.roh.org.uk/apprenticeships>

- After the applications close, don't expect to hear from us straight away. It could be at least 1 week before you are contacted if you are being invited for a workshop or interview. You will always hear at least a few days in advance to allow you to make the necessary arrangements.

- Some interviews will take place online, either using Zoom or Teams software. We will let you know well in advance and also provide guidance on how the interview will work and how to feel confident about being interviewed online.

- Where the apprenticeship involves attending a college, the name and location of the college will be on the advert. Make sure this is somewhere you are able and willing to travel to.

- All the apprenticeships start on **Monday 5th September 2022** and last for 2 years except Scenic Metalwork, which is a 3-year apprenticeship. Make sure that you are able to start on this date and can commit to the full length of the apprenticeship.

- Give yourself plenty of time to complete your application so we get a real picture of you.

- Remember that the apprenticeships are designed for people who are passionate about pursuing a career in the theatre, but who still have lots to learn! You will be given plenty of support by your college, department supervisors and the apprenticeship team. Don't be afraid to give examples from your hobbies, clubs or school activities. We are not necessarily looking for any experience in a workplace.

- We want you to have an excellent experience if you are invited for an interview. So, if you have any access requirements it is very important that you let us know on the application form so that we can make any necessary arrangements.

- If you require any reasonable adjustments to effectively complete your apprenticeship you will be able to discuss this with the interview panel, if you are uncertain about what is 'reasonable' you can contact our Recruitment team - hr.recruitment@roh.org.uk



Health and Safety



The health and safety of all Royal Opera House employees, visitors, contractors, artists and members of the public is paramount, and we aim to foster a culture of continuous improvement and a positive approach to safety. We want to communicate clearly to staff and enable them to do their best work, knowing they are supported in creating a safe working environment for all.



“My favourite thing about the apprenticeship is that I am getting practical on the job experience learning different skills every week relating to hair and make-up when working in the wigs department and on shows. There is always something new to learn”. Rhianna Gouldbourne - Hair, Wigs and Make Up Apprentice

ROH values and behaviours

Everyone who works at the ROH in any role is expected to commit to upholding the following values through their behaviour:

Treat everyone with **Respect**

Embrace and celebrate the different contributions that we all bring to the ROH

Be **Open**

Take a fresh look - be open minded, share, engage, learn and question - and empower others to do the same

Value the **Highest standards**

We all play an important part to deliver extraordinary experiences

We look forward to receiving your application





Technical Theatre Apprenticeship

Job Description

What is a theatre technician?

A theatre technician helps install, operate and remove technical equipment and systems on stages and in other performance spaces.

Purpose of the apprenticeship

The Technical Theatre Apprenticeship is an opportunity to train for the role of a technician within the performing arts industry.

What is involved?

You will be based in the Technical Department of the ROH, Covent Garden. The Technical Department is responsible for the management and running of the two stages and all other technical areas.

- The apprenticeship will be split between the ROH and the National College Creative Industries (www.creativeindustries.ac.uk). You will study for a Level 3 Creative Venue Technician Apprenticeship Standard.
- You will work in many different areas of the ROH Technical Department including the build area, lighting, sound, and the main stage (stage props, flies, stage lighting etc). There will be a chance to specialise in one area towards the end of the apprenticeship.
- Part of the qualification will be achieved through the compilation of a portfolio of evidence demonstrating how the relevant skills have been used in the workplace.
- On average, one day per week will be allocated to college work. These hours will be scheduled flexibly to fit with college and department requirements.
- You will work at ROH an average of 42.5 hours per week. Some weeks you will work more, but this will be balanced by working less hours in other weeks. This is a typical theatre working pattern which allows for you to get fully involved with shows and projects.

Role / Title:

Technical Theatre Apprentice

Reports to:

Apprenticeships Manager

Line Managed by

Assigned Technical Manager



What is involved? (cont.)

- As part of the apprenticeship there will be the opportunity to spend time in the technical departments of other venues.
- You will be supported throughout the apprenticeship by a college assessor, ROH technical staff and the Apprenticeships Team.

Who will you be working with?

You will work alongside a variety of people and departments throughout the apprenticeship, but you will work most often with the following teams:

- Technicians
- Technical and Production Managers
- Stage Managers
- Performers
- Health & Safety Team

What will you do in the workplace during the apprenticeship?

- Take part in all technical work for a show from workshops to rehearsal room, to on-stage rehearsals and live performances, then in to storage.
- Learn about lighting (maintenance, set-up, focussing and follow spots), sound and broadcast, building and breaking down of scenery, moving scenery, setting props on stage, and all aspects of technical work in the theatre.
- Keep up to date with any new and improved ways of working and new theatre technology.
- Have a positive and responsible attitude to health and safety.
- Take responsibility for your own attendance, safe working, motivation, discipline and welfare.
- Undertake additional training as required, including: Manual Handling, Working at Height and Safe Use of Mobile Elevated Platforms, (MEWPS).
- Submit learning logs and diaries to the Apprenticeships Officer as required.
- Attend regular meetings with line managers and the Apprenticeships Officer to review progress.



Technical Theatre Apprenticeship

Minimum Essential Requirements

- You must be **18 years old or over** on 5th September 2022.
- You must **not** have completed a degree or equivalent level qualification in the UK or elsewhere.
- You **must have** work authorisation for the UK.
- Ability and willingness to work long hours, including evenings and weekends.

What are we looking for in a Technical Theatre Apprenticeship?

- An interest in working backstage in the performing arts.
- Previous involvement in a backstage environment or other live performance event would be desirable. This could be at school, college, youth club, local theatre or venue, or amateur dramatics group.
- Good at working in a team.
- A practical approach to problem solving.
- Good at practical, hands on tasks
- Punctual and good at managing your own schedule.
- Respectful and receptive approach to all health and safety requirements.
- Self-motivated to acquire new skills and knowledge
- A helpful, positive and proactive approach.
- Willing to work at height.
- Physically capable of undertaking the requirements of the job including good spatial awareness. Reasonable adjustments will be considered as part of your application.

Note:

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





Technical Theatre Lighting Apprenticeship

Job Description

What is a theatre technician?

A theatre technician helps install, operate and remove technical equipment and systems on stages and in other performance spaces.

Purpose of the apprenticeship

The Technical Theatre Apprenticeship is an opportunity to train for the role of a technician within the performing arts industry.

What is involved?

You will be based in the Technical Department of the ROH, Covent Garden. The Technical Department is responsible for the management and running of the two stages and all other technical areas.

- The apprenticeship will be split between the ROH and the National College Creative Industries (www.creativeindustries.ac.uk). You will study for a Level 3 Creative Venue Technician Apprenticeship Standard.
- You will work in many different areas of the ROH Technical Department including the build area, lighting, sound, and the main stage (stage props, flies, stage lighting etc). There will be a chance to specialise in one area towards the end of the apprenticeship.
- Part of the qualification will be achieved through the compilation of a portfolio of evidence demonstrating how the relevant skills have been used in the workplace.
- On average, one day per week will be allocated to college work. These hours will be scheduled flexibly to fit with college and department requirements.
- You will work at ROH an average of 42.5 hours per week. Some weeks you will work more, but this will be balanced by working less hours in other weeks. This is a typical theatre working pattern which allows for you to get fully involved with shows and projects.

Role / Title:

Technical Theatre Lighting Apprenticeship

Reports to:

Apprenticeships Manager

Line Managed by

Assigned Technical Manager



What is involved? (cont.)

- As part of the apprenticeship there will be the opportunity to spend time in the technical departments of other venues.
- You will be supported throughout the apprenticeship by a college assessor, ROH technical staff and the Apprenticeships Team.

Who will you be working with?

You will work alongside a variety of people and departments throughout the apprenticeship, but you will work most often with the following teams:

- Technicians
- Technical and Production Managers
- Stage Managers
- Performers
- Health & Safety Team

What will you do in the workplace during the apprenticeship?

- Take part in all technical work for a show from workshops to rehearsal room, to on-stage rehearsals and live performances, then in to storage.
- Learn about lighting (maintenance, set-up, focussing and follow spots), sound and broadcast, building and breaking down of scenery, moving scenery, setting props on stage, and all aspects of technical work in the theatre.
- Keep up to date with any new and improved ways of working and new theatre technology.
- Have a positive and responsible attitude to health and safety.
- Take responsibility for your own attendance, safe working, motivation, discipline and welfare.
- Undertake additional training as required, including: Manual Handling, Working at Height and Safe Use of Mobile Elevated Platforms, (MEWPS).
- Submit learning logs and diaries to the Apprenticeships Officer as required.
- Attend regular meetings with line managers and the Apprenticeships Officer to review progress.



Technical Theatre Lighting Apprentice

Minimum Essential Requirements

- You must be **18 years old or over** on 5th September 2022.
- You must **not** have completed a degree or equivalent level qualification in the UK or elsewhere.
- You **must have** work authorisation for the UK.
- Ability and willingness to work long hours, including evenings and weekends.

What are we looking for in a Technical Theatre Apprentice?

- An interest in working backstage in the performing arts.
- Previous involvement in a backstage environment or other live performance event would be desirable. This could be at school, college, youth club, local theatre or venue, or amateur dramatics group.
- Good at working in a team.
- A practical approach to problem solving.
- Good at practical, hands on tasks
- Punctual and good at managing your own schedule.
- Respectful and receptive approach to all health and safety requirements.
- Self-motivated to acquire new skills and knowledge
- A helpful, positive and proactive approach.
- Willing to work at height.
- Physically capable of undertaking the requirements of the job including good spatial awareness. Reasonable adjustments will be considered as part of your application.

Note:

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





Scenic Metalwork Apprentice

Job Description

What is a scenic metalworker?

Within the performing arts a Scenic Metalworker is responsible for fabricating (making), repairing and modifying all metal aspects of stage scenery.

What is scenery?

Stage scenery can be anything from simple wall structures (flats) and platforms, to elaborate buildings or representations of other locations, to more abstract designs. Stage scenery is usually made using a metal framework which wood and other materials are applied to.

Purpose of the apprenticeship

The Scenic Metalwork Apprenticeship is an opportunity to learn and understand the trade of scenic metalworker within the performing arts industry.

What is involved?

You will be based at the ROH's purpose-built production workshop on the High House Production Park in Purfleet, Essex. The metal workshop builds and refurbishes scenery for our productions.

Your apprenticeship will be split between the ROH's workshops and South Essex College, where you will study over three years for a Level 3 Engineering Manufacture Apprenticeship.

- Basic AutoCAD training will be given
- There will be the opportunity to spend time in the scenic workshops of another venue or a commercial scenic workshop in the final year.
- Work is usually carried out at the carpentry and metalwork workshops in Purfleet, but you may be required at other designated venues or Covent Garden.

Role / Title:

Scenic Metalwork Apprentice

Reports to:

Apprenticeships Manager

Line managed by (daily basis):

Head of Construction/
Metal Workshop Foreman



What is involved? (cont.)

- The working week will be 42.5 hours which will include one day at college.
- You will be supported throughout the apprenticeship by a college tutor, ROH metal workshop staff and the Apprenticeships Team.

Who will you be working with?

You will work alongside a variety of people and departments throughout the apprenticeship, but you will work most often with the following teams:

- Scenic metalwork staff and supervisors
- Production Managers
- Designers
- Scenic carpenters and scenic artists

What will you do in the workplace during the apprenticeship?

- Put all the skills learnt at college into practice in the workshop environment.
- Assist in the making all stage scenery using a wide range of techniques, materials and finishes.
- Have a positive and responsible attitude to health and safety.
- Keep up to date with new and improved scenery making techniques, materials or ways of working.
- Maintain a safe and tidy work area, carrying out machine maintenance and cleaning as instructed.
- Participate in any extra training as necessary.
- Carry out any other reasonable duties as requested by the Head of Department, Metalwork Foreman or Apprenticeships Manager.
- Attend regular meetings with line managers and the Apprenticeships Manager to review progress.
- Submit learning logs and diaries to the Apprenticeships Manager/Officer.



Scenic Metalwork Apprentice

Minimum Essential Requirements

- You must be **18 years old or over** on 5th September 2022.
- You must **not** have completed a degree or equivalent in the UK or elsewhere.
- You **must have** work authorisation for the UK.
- You must have **3 GCSEs** (or equivalent) at **Grade C** or above, including English and Maths and a science.

What are we looking for in a scenic metalwork apprentice?

- Some interest or experience of metalwork or welding (this could be from school, college, at home etc).
- An ability and enjoyment of working with your hands using various materials.
- A practical approach to problem solving.
- Good at working in a team.
- Good communication skills.
- A helpful and positive approach.
- Punctual.
- Self-motivated to acquire new skills and knowledge.
- Respectful and receptive approach to health and safety requirements.
- Willing to work at height
- Good spatial awareness.
- Physically capable of undertaking the requirements of the job. Reasonable adjustments will be considered as part of your application.

Note:

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





Costume Making Apprenticeship

Job Description

What does a costume maker do?

Theatre costume makers translate designs into garments suitable for performance. This requires not just practical sewing skills but also imagination and ingenuity.

What does a theatre costume department do?

A theatre costume department is responsible for creating and sourcing all the costumes for productions to a designer's specification and for fitting them to the performers. During a run of performances, they are responsible for cleaning, mending and any alterations required. After the final performance, the department catalogues the costumes and packs them ready for transportation to storage.

Purpose of the apprenticeship

The Costume Tailoring Apprenticeship is an opportunity to acquire practical craft skills in costume making, relevant to the performing arts industries. Tailoring is a very specific pathway in costume making requiring skills as it is related to intricate garment construction.

What is involved?

The apprenticeship will be split between the costume workrooms at the ROH and Newham College in east London where you will work towards a level 3 Garment Maker Apprenticeship Standard. (<https://www.instituteforapprenticeships.org/apprenticeship-standards/garment-maker-v1-0>) During the first year, the successful candidate will spend up to two days a week at college, with the remainder of time spent at the ROH.

- The apprentice will be supported throughout the apprenticeship by a college tutor, ROH costume staff and by the HR Team.
- The apprentice will spend blocks of time in the three different costume workrooms at the ROH: production costume workroom, production tailoring workroom and revivals workroom.

Role / Title:

Costume Making Apprentice

Reports to:

Apprenticeships Manager

Line managed by (daily basis):

Workroom Manager



What is involved? (cont.)

- The working week is 42.5 hours.
- There will be the opportunity to spend time at another theatre venue or commercial workshop during the second year of the apprenticeship.

Who will you be working with?

- Staff and managers of the three costume workrooms
- Costume Production Managers
- Designers
- Performers

What will you do during the Apprenticeship?

- Assist with the making of costumes for all new productions and for revivals of old shows.
- Contribute to the maintenance of show records, relevant notes and make detailed notes of alterations that are required.
- Help produce costumes working from designs, working drawings, models and instructions using a wide range of techniques and materials.
- Assist with the fitting of costumes.
- Take and record accurate measurements of artists.
- Have a positive and responsible attitude to health and safety.
- Maintain a safe and tidy work area, carrying out cleaning and basic machine maintenance.
- Gain familiarity with new and improved making/repairing techniques, materials or working practices.
- Participate in additional training as necessary.
- Carry out any other reasonable duties as requested by the relevant HOD or Apprenticeships Manager.
- Submit learning logs and diaries to the Apprenticeships Manager.
- Attend regular meetings with line managers and the Apprenticeships Manager to review progress.



Costume Making Apprenticeship

Minimum Essential Requirements

- You must be **18 years old or over** on 5th September 2022.
- You must **not** have completed a degree or equivalent level qualification in the UK or elsewhere.
- You **must have** work authorisation for the UK.

What are we looking for in a Costume Apprentice?

- An interest in costume making.
- An interest in period costume and in the theatre.
- Accurate hand and machine sewing skills, basic knowledge of different sewing machines and their maintenance and familiarity with sewing terminology and techniques.
- Good attention to detail
- A helpful, positive and proactive approach.
- Good at working in a team
- Good communication skills
- Punctual and good at managing your own workload.
- Self motivated to acquire new skills and knowledge.
- Physically capable of undertaking the requirements of the job. Reasonable adjustments will be considered as part of your application.

Note:

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





Scenic Art Apprentice

Job Description

What is a scenic artist?

Within the performing arts a scenic artist works with set designers, and is responsible for translating their vision into reality. Scenic artists are highly trained and possess many skills including traditional fine arts skills of drawing and painting. They are experienced in techniques such as marbling, sign writing, wood graining and texturing, and have a good understanding of art history, period styles, motifs and architecture.

Purpose of the apprenticeship

The Scenic Art Apprenticeship is an opportunity to train for the role of a scenic artist within the performing arts industry.

What is involved?

You will be based at the Royal Opera House's purpose-built production workshop on the High House Production Park in Purfleet, Essex. The scenic art team at the workshop is responsible for painting, repairing and modifying scenery for The Royal Opera, The Royal Ballet productions.

You will spend the majority of your time in the workshop under the guidance of members of the scenic art team. You will also have the opportunity to undertake short courses at the workshop or at other locations to develop your skills.

- The apprenticeship will be split between the ROH and a College You will study for a Level 3 Scenic Artist Apprenticeship Standard.
- During the second year of the apprenticeship, there will be the opportunity to spend time in the scenic workshop of another venue or a commercial scenic art studio.
- Work is usually carried out at the Royal Opera House workshops in Purfleet but may be required at other designated venues and at Covent Garden.

Role / Title:

Scenic Art Apprentice

Reports to:

Apprenticeships Manager

Line managed by:

Head of Scenic Art/
Assigned Scenic Artist



What is involved? (cont.)

- The working week is 42.5 hours.
- You will be supported throughout the apprenticeship by a mentor, the Royal Opera House scenic art team and the Apprenticeships Team.

Who will you be working with?

You will work alongside a variety of people and departments throughout the apprenticeship, but you will work most often with the following teams:

- Scenic artist staff and mentors
- Scenic carpenters and scenic metalworkers
- Production Managers
- Designers

What will you do during the Apprenticeship?

- Assist in the creation of all painted scenery requirements using a wide range of techniques, materials and finishes.
- Put all skills gained in training into practice in the workshop environment.
- Keep up to date with any new and improved painting techniques, materials or ways of working.
- Receive training and advice in all health and safety requirements
- Maintain a clean and orderly working environment.
- Participate in training as necessary and appropriate.
- Attend regular meetings with line manager, mentor and the Apprenticeships Manager to review progress.
- Create and maintain a scenic sketch book documenting your learning.
- Maintain a learning log book and submit regular written progress reports to the Apprenticeships Manager.
- Carry out any other reasonable duties as requested by the Head of Scenic Art or Apprenticeships Manager.



Scenic Art Apprentice

Minimum Essential Requirements

- You must be **18 years old or over** on 5th September 2022.
- You **must have** work authorisation for the UK.
- You can **not have** undertaken a higher education course in scenic art (or related studies)
- You must have an interest in developing a career as a scenic artist.

What are we looking for in a Scenic Art Apprentice?

- Strong painting and drawing skills
- An interest in theatre
- Good drawing skills
- Ability to work well within a team
- Good communication skills
- Good practical and problem solving abilities
- Ability to work on own initiative and under supervision
- A helpful, positive and flexible approach
- Be punctual and good at managing your own workload
- Be self motivated to acquire new skills and knowledge
- Be willing to work at height.
- Be capable of undertaking the physical requirements of the job

Note:

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





Archive Apprentice

Job Description

What is an Archivist?

An archivist helps manage, catalogue and preserve the vast collection of artifacts associated with our ballets and operas, such as costumes, props, production photos and print advertising for future generations.

Purpose of the apprenticeship

The Archive Apprentice is an opportunity to develop a number of skills for cataloguing and preserving artefacts.

What is involved?

You will be based at the Royal Opera House, Covent Garden but you will also work at the offsite stores in Egham and Thurrock. Occasional weekend and evening work will be required.

- You will study for a Library, Information and Archive Services Assistant Standard
- You will work on average 40 hours per week in the role
- One day a week will allocated to college work, the day will be scheduled flexibly to fit with college and department requirements
- You will participate in the full range of activities of the Collections department, to ensure the management, preservation and development of the Collections, enabling users to access and engage with the Royal Opera House's archives, history and art forms.
- You will contribute to the provision of the information and research services to internal and external users; participate in public engagement activities to promote awareness of the Collections; assist in the care and preservation of the collections housed at Covent Garden and the offsite stores; enter information about archives into the Cataloguing Database and details of performances into the Performance Database.

Role / Title:

Archive Apprentice
Level 3 Library, Information
and Archive Services
Assistant Apprenticeship

Duration:

2 years

Reports to:

Head of ROH Collections

Liaises with:

Archivists, casual staff, volunteers and work experience placements, ROH departments, off-site storage facilities, conservators, special suppliers



What is involved? (cont.)

- As part of the apprenticeship, in your second year there will be the opportunity to spend time in the archive departments of other venues
- You will be supported throughout the apprenticeship by a college assessor, Collections staff and the ROH Apprentices Team

Who will you be working with?

You will work with ROH Collections team. Working with the Head of Collections and the three Archivists. You will also occasionally work with:

- Volunteers
- Members of the exhibitions and events team based in the Learning and Participation Department
- The Wardrobe department
- Researchers and other members of the public that access the collection

What will you do in the workplace during the apprenticeship?

Information and Research Services:

- Participate in the delivery of information and research services to internal and external users.
- Provide intellectual and physical access to the Collections by researching public enquiries, sharing information and assisting researchers.
- Digitise archival material and organise photography as required, including dealing with copyright and licensing issues.

Public Engagement:

- Participate in the full range of public engagement activities to promote awareness of and access to the Collections.
- Research content for ROH social media, website, the intranet and publications.
- Contribute to public events, talks and workshops, and support the creation of exhibitions and displays.

Collections Care and Preservation:

- Assist in the full range of activities to ensure the care and preservation of the collections housed at Covent Garden and the offsite stores in Egham and Thurrock, including regular site visits.
- Participate in the regular monitoring of the Grade I listed areas of the theatre and the check the condition of archives and objects on public display.
- Repackage the collection of Opera Production Photographs and participate in preservation projects as required at all stores.
- Assist volunteers with the boxing and filing of programmes and press cuttings.

Cataloguing and Databases:

- Enter details of performances into the ROH Collections Performance Database following in-house cataloguing rules and ensuring accuracy.
- Record information about programmes and photographs in the Adlib Cataloguing Database following in-house cataloguing rules and ensuring accuracy.

Acquisitions:

- Assist with the acquisition and processing of new material to be added to the ROH Collections.



Archive Apprentice

Minimum Essential Requirements

- You must be **18 years old or over** on 5th September 2022.
- You must **not** have completed a degree or equivalent level qualification in the UK or elsewhere.
- You **must have** work authorisation for the UK.
- Ability and willingness to occasionally weekends

What we are looking for in an Archive Apprentice:

Skills, Knowledge and Experience:

- An interest in working with and caring for archives and historic objects, including programmes, photographs and costumes.
- An enthusiasm to learn about the Royal Opera House's activities, opera and ballet.
- Good literacy and communication skills.
- A commitment to providing high level customer service to internal and external users.
- The ability to use your initiative, work independently and as part of a team.
- Good organisational skills; you should be capable of working on repetitive tasks and to deadlines.
- Good accuracy and attention to detail.
- Good IT skills.

Some other requirements:

- The ability to work at heights and lift heavy loads.
- Flexibility to work at offsite stores and at evening and weekend events.

Note:

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





Marketing Apprentice

Job Description

What does a Marketing Team do?

The Marketing Apprentice will be based in the ROH's Marketing Campaigns team, within the wider Audiences and Media department.

The marketing campaigns team work across a variety of channels to promote the ROH and its public offering including paid social, digital display, out of home advertising, and print press advertising in magazines and newspapers. The team monitor the performance of campaigns to help optimise campaigns to make them as effective as possible. A key part of the team's responsibility is diversifying the ROH audience and bring in new audiences to experience what the ROH has to offer.

Purpose of the apprenticeship

This apprenticeship role will support all the activities of the Marketing Campaigns team, helping develop assets and copy for advertising campaigns and supporting the team with a variety of day to day tasks. The apprenticeship will also give you experience in a busy and fast paced environment. By the end of the apprenticeship you will have a clear understanding of a Marketing Assistant role working in an arts, media and entertainment environment.

About the ROH

Home to The Royal Ballet, The Royal Opera and the Orchestra of the Royal Opera House, the ROH brings together the world's most extraordinary artists in live, streamed and broadcast events and performances that thrill, move and excite; that transport people to other worlds. Our theatres are in London's Covent Garden but our work is accessed and experienced across the UK and globally through touring partnerships, cinema programmes, radio, TV and Vfstreaming.

Role / Title:

Marketing Apprentice

Reports to:

Apprenticeships Manager

Line managed by (daily basis)

Senior Marketing Manager



What is involved?

You will work within the Marketing Campaigns team at the Royal Opera House in Covent Garden. You will work towards a marketing assistant Apprenticeship standard. The majority of the learning required to achieve the qualification will be done in the workplace.

- You will be released from the workplace to attend scheduled workshops (in week long blocks) or to undertake individual study.
- You will be supported throughout the apprenticeship by the Senior Marketing Manager and the Marketing Campaigns team.
- Work is carried out at our theatre in Covent Garden
- The working week is 40 hours, which will largely be scheduled between 10am and 6pm. However, there will also be out of hours, evening and weekend work within this role.

Who will you be working with?

You will work alongside a variety of people and departments throughout the apprenticeship, but you will work most often with the following individuals and teams:

- Members of the Marketing and Analytics team which includes Marketing Campaigns, CRM/ email and Analytics
- Other teams across the Audiences and Media department, including the Comms team, Cinema and distribution team, and Studios team
- People from other departments at the ROH whose work is supported by marketing campaigns

What will you do in the workplace during the apprenticeship?

- Put all skills learnt with the training provider, and with the Marketing Campaigns team, in to practice through participating in the day-to-day work of the department.
- Work alongside the Senior Marketing Manager to support the delivery of campaigns that supports ticket sales both in-theatre and online, UK and cinema relays, Membership and secondary spend
- Create copy and develop advertising assets
- Assist with the delivery of campaigns
- Researching partners that we can work with to diversify our audiences
- Support work with external partners and agencies and maintain smooth working relationships.
- Analyse and review the effectiveness of campaigns
- Provide general office and administrative support to Marketing Campaigns team
- Develop an interest in and keep in touch with best practice.
- Participate in any extra training as necessary.
- Carry out any other reasonable duties as requested by the Senior Marketing Manager
- Attend regular meetings with line manager and the Apprenticeships Manager to review progress.
- Submit learning logs and diaries to the Apprenticeships Manager.



Marketing Apprentice

Minimum Essential Requirements

- You must be **18 years old or over** on Monday, 5th September 2022.
- You must **not** have completed a degree or equivalent in the UK or elsewhere.
- You **must have** work authorisation for the UK.
- **GCSE English** at **Grade C** or above (or equivalent)

What are we looking for in a Marketing Apprentice?

- Excellent people skills, especially the ability to deal effectively with a wide range of people
- Good IT skills, ideally with some experience of using Microsoft Office
- An interest in the arts, entertainment and media
- A good standard of written/verbal English
- Ability to work accurately and with attention to detail
- Accurate data entry skills and good basic numeracy
- Diplomacy and sensitivity
- Excellent team working skills
- A high respect for confidential information
- Self-motivated to acquire new skills and knowledge
- A helpful and positive attitude

Note:

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

