

JOB DESCRIPTION

Role / Title: Learning & Participation Events Apprentice

Reports to: Apprenticeships Manager

Line Managed by (daily basis): Events Producer L&P

What does the Learning and Participation Department do?

Learning and Participation in an arts organisation can mean outreach programmes, community engagement, projects targeted at schools or other specific groups.

The ROH Learning & Participation department exists to provide high quality arts experiences to all. This is achieved through offering opportunities to participate to diverse groups in the community including those that might otherwise not have access to them. The ultimate aim is to enrich people's lives through opera, ballet and the arts.

Purpose of the Apprenticeship

To learn about the programmes of work that a busy Learning & Participation department offers. By the end of the apprenticeship the apprentice will have a clear understanding of the different career routes available and be prepared for an entry level role in a Learning & Participation department in an arts organization.

About the Royal Opera House

The Royal Opera House (www.roh.org.uk) is one of the most famous stages in the world for opera and ballet. The iconic theatre is home to The Royal Ballet, The Royal Opera and the Orchestra of the Royal Opera. Last year we staged 519 performances, performing to 1.5 million people at our home theatre and in cinemas, with 44% of tickets sold costing less than £50. More than 1000 staff work at the Royal Opera House in areas ranging from lighting, costume making, set building and scenic art, marketing, finance, box office, IT and fundraising.

What is involved?

The Royal Opera House Learning & Participation team is split between Covent Garden and Purfleet, Essex (on the High House Production Park). The team delivers a range of community engagement and learning projects, which aim to encourage participation in music and dance as well as the production, craft and technical elements of theatre.

The apprenticeship will be based in the Learning & Participation department in Covent Garden, but time will be spent at both the Purfleet and Covent Garden

sites. The apprentice will work to support activities (e.g.: workshops, festivals, performances, Insight events) in Covent Garden, Purfleet and beyond.

The apprentice will study for a Level 3 Advanced Events Assistant Apprenticeship. The majority of the learning required to achieve the qualification will be done within the workplace.

- The apprentice will be allocated one day per week to attend college or to undertake individual study.
- The qualification will be achieved through the compilation of a portfolio of evidence demonstrating how the relevant skills have been used in the workplace as well as a final practical project.
- The apprentice will be supported throughout the apprenticeship by a college assessor, Royal Opera House Learning & Participation staff and the Apprenticeships Team.
- There will be the opportunity to spend time in a relevant department of another venue/organisation in the second year of the scheme.
- Work is mostly carried out at the Royal Opera House, Covent Garden with occasional days spent with the L & P team based in Purfleet, Essex. Occasionally attendance at other venues in London and the Southeast maybe required.
- Some aspects of the apprenticeship can be structured around the individual and their interests and passions, particularly in the second year.
- The working week is 40 hours and will include some weekends and evenings.

What will you do during the Apprenticeship?

- Apply all skills gained in training and put them into practice in a range of projects and events.
- Understand and promote the work of the Royal Opera House's Learning and Participation Department.
- Assist in the delivery of on-site events and tours, working across a number of different projects and project teams.
- Provide administrative support for events and tours.
- Assist in supporting artists and workshop leaders at events and tours.
- Work alongside volunteers to deliver the on-site programme.
- Understand and work to health and safety requirements.
- Participate in other training as necessary and appropriate.
- Carry out any other reasonable duties as requested by the Head of Learning and Participation (Thurrock) or the Apprenticeships Manager.
- Attend regular meetings with line managers and the Apprenticeships Manager to review progress.

- Maintain a learning log book and submit regular written progress reports to the college and the Apprenticeships Manager.

Minimum essential requirements:

- You must be **18 years old** or over on 4th September 2023.
- You must have work authorization for the UK.
- You **must not have** completed a university degree or equivalent level qualification in the UK or elsewhere

What are we looking for in a Learning & Participation Events Apprentice?

- An interest in working within a Learning & Participation team within the creative and cultural industries.
- An interest in the arts.
- Good organisational, administrative and computer skills
- A confident, mature attitude and sensitivity to working with a wide range of community groups and individuals, including children and young people.
- Experience in providing good customer service.
- The ability to work on your own initiative.
- The ability to work well within a team.
- A helpful, positive and flexible approach and attitude.
- Punctual and good at managing own workload.
- Self-motivated to acquire new skills and knowledge.

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

