



ROYAL OPERA HOUSE

JOB DESCRIPTION

Title: **Surtitle, Subtitle and translations liaison**

Reports to: **Surtitles/Subtitles Manager**

Summary

The Royal Opera House is one of the world's most celebrated theatres and the home of The Royal Ballet, The Royal Opera and the Orchestra of the Royal Opera House.

The Royal Opera House's Audiences and Media Department plays a vital role in the success of the Royal Opera House, telling the story of the organisation and encouraging people to engage with us – whether by attending a performance, seeing a live screening at the cinema, streaming a performance online, or coming in to enjoy the shop, bars and restaurants in our iconic Covent Garden building.

Main purpose of the job

Working as part of our in-house ROH Studios team to provide surtitling, subtitling and translation services for stage, stream and cinema productions, as well as other content outputs.

Main Responsibilities

- Carry out surtitle operator duties as required in order to cover all Linbury rehearsals and performances, and any necessary Main Stage rehearsals and performances
- Prepare new surtitle or subtitle scripts, and input into surtitling/subtitling systems, for Royal Opera House Stream, Main Stage and Linbury performances, liaising with translators, conductors, editors, publishers, directors and music staff etc.
- Create and retime subtitles for Royal Opera House Stream productions
- Create and operate subtitles for live broadcasts, liaising with the producers, camera directors, script supervisors and production co-ordinators, and carry out subtitle operator duties as required
- Fine-tune titles during rehearsals
- Assist the team to ensure the distribution of texts to key stakeholders
- Assist with the maintenance of the Surtitle/Subtitle systems as required
- Work with colleagues across ROH Studios to create and input subtitles for videos on our social media channels and other digital content

- Liaise with and commission translators for multiple purposes, including subtitles, non-English versions of cast sheets for live cinema broadcasts and localisation of specified website content for key international audiences.
- Undertake small-scale translations when appropriate

General

- Assist with the efficient administration of a comprehensive digital library of surtitle scores, surtitles and scripts
- Ensure the highest level of internal and external customer care responding positively and effectively to problems, queries or complaints

Continuous Improvement

- Keep abreast of developments, trends and best practice in the sector
- 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 learning and continuous professional development relevant to the role

PERSON SPECIFICATION

Essential Knowledge / Skills and Experience

- Experience of surtitling and subtitling both for live performance and digital content.
- Good knowledge of opera repertoire ensuring how best to convey the flavour and feel of a programme
- Excellent written English with strong editorial experience and skills
- Sufficient fluency in the three main operatic languages, Italian, French and German, to be able to translate into excellent written English.
- Experience of liaising with and commissioning translators.
- Ability to react quickly to situations, to be reliable and resilient, to perform consistently under pressure and to respond positively to changing circumstances.
- Flexible and adaptable in thinking and approach, able to plan and manage change.
- A confident manner, being able to deal at a high level with directors, conductors and composers
- Resilience and strong time-management skills. Able to work under pressure, prioritise and produce high quality work to tight deadlines
- A self-starter, able to work unsupervised and collaborate across multi-disciplinary teams
- Able to work flexible hours including regular evenings and weekends

Note: This Job Description reflects the current situation. It may also include other reasonable tasks and requirements as requested by the Head of the department. It does not preclude change or development that might be required in the future.

