

JOB DESCRIPTION

Role / Title: Assistant Chorus Manager

Reports to: Chorus Manager

Overall Purpose of the job

To provide effective support to the Chorus Manager and Opera Company office, deputising in the Chorus Manager's absence across a range of work, including administrative support for chorus members, extra chorus, actors and dancers.

Key Accountabilities

- Assist the Chorus Manager with the administrative aspects of the management of the permanent chorus and extra chorus, actors and dancers.
- Monitoring attendance by email and work mobile phone, ensuring the correct information is communicated and documented.
- Be aware of the performance and rehearsal schedule and assist the Chorus Manager with supporting arrangements as required.
- Act as a point of contact for enquiries, by phone or face to face, dealing with queries and message taking.
- Administrative and document support/proof reading of schedules, contracts, payroll, databases, publications and other records
- Assimilate information on main chorus working practices and policies as directed, in order to handle enquiries effectively, referring to the Chorus Manager and management team as needed.
- Assist the Chorus Manager with external chorus work and project work as required to ensure efficient processes and effective multi-skilled team support.
- Circulation of casting breakdowns/jobs and organising the administrative arrangements for, and attend regular chorus, extra chorus, actor and dancer auditions.
- As part of a team, carry out performance and rehearsal duties, including evenings and weekends, to ensure the smooth running of the rehearsals and performances by supporting and supervising the chorus, extra chorus, actors, dancers, company principals and guest artists.

- To provide support to the running of the Opera Company office, including telephone back up, administrative help concerning schedule changes as required.
- To deputise and lead in the Chorus Manager's absence.

PERSON SPECIFICATION:

Knowledge, Skills and Experience

Experience and Knowledge

- Understanding of the operational aspects and experience of supporting the work of a professional performing company, including singers, actors, dancers or an orchestral/theatrical ensemble.
- Experience of running auditions for professional engagements.
- Knowledge of operatic repertoire and awareness of current trends in the music/operatic world is desirable.

Essential People Skills

- Efficient and consistent high level of professionalism and responsiveness.
- Ability to deal with people at all levels in a calm, confident and professional manner.
- A patient team player with the ability to use initiative and prioritise a busy workload.

Essential Administration Skills

- Communicate both in writing and orally in a fluent and persuasive manner, in good clear English, and to listen, negotiate and be assertive as appropriate.
- Strong organisational and administrative skills with a systematic approach, ideally in a professional arts organisation.
- Accuracy and attention to detail.
- Strong time management skills with ability to prioritise and meet deadlines.
- Capacity to manage a busy workload with high productivity.
- Ability to assimilate new information and learn standard procedures.
- Commitment to delivering a high standard of work.
- Competent Microsoft Office user (Word, Excel, Outlook).

Job Requirements

- The flexibility to work evenings and weekends, on occasion at short notice, as the rehearsal and performance schedule and other projects required.

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

