

## **JOB DESCRIPTION**

**Role:** National Schools Programme Officer

**Reports to:** Business and Operations Manager, National Schools Programme

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### **Role Context**

The mission of the Royal Opera House (ROH) is to enrich the cultural life of the nation by growing the public enjoyment and appreciation of exceptional ballet and opera.

We aspire to be a global centre of excellence for the great art we produce and for the inclusive way we do it. We want to grow our reputation still further, demonstrating our social and environmental responsibility.

We are home to three of the world's great performing art companies: The Royal Ballet, The Royal Opera and the Orchestra of the Royal Opera House. We tell stories that speak to the universal themes that move us all, from the great works of the past to new commissions, reflecting contemporary culture and concerns. 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 online streaming.

We are a National Portfolio Organisation, supported by the British public via Arts Council England, and a registered charity, receiving donations from those who share our ambitions.

### **About ROH Learning and Participation (L&P)**

Learning and Participation (L&P) is central to ROH's mission to enrich the cultural life of the nation. An extensive programme, based at our Covent Garden and Thurrock homes and across England, aims to inspire creativity and give people of all ages the chance to discover, question and respond to the power of our artforms.

The L&P programme is distinctive in its scale and ambitions, involving more than 50,000 annual participants across three strands:

- an award-winning, multi-disciplinary National Schools Programme, which encompasses our role in supporting important school and pupil outcomes via our Create & Learn classroom schemes and teacher training, as well as our role as a 'Bridge' organisation with specific focus in the East of England,
- talent development work through opera and ballet training networks, and
- enriching participatory events in our Covent Garden home.

## **Main Purpose of the Job**

To assist the National Schools Programme team in the delivery of the programmes providing administrative, logistical, financial and practical support. You will be required to work alongside various team members.

## **Main Responsibilities:**

### ***Planning and Scheduling***

- Work closely with the Business Manager, National Schools Programme to plan activity from conception to completion, undertaking all logistics planning and administration.
- Work closely with the Business Manager, National Schools Programme to supply information to the central Learning & Participation calendar of events.
- Assist the scheduling of events, booking rooms and venues.
- Work closely with all internal departments and external contractors to ensure all operational requirements are delivered and high quality service levels met.
- Support the diary management and administration of the Head of National programmes.
- Set up and record meetings as required.

### ***Project Administration***

- Administrating, issuing and collecting and securely filing contracts.
- Collect required UK Border Agency documentation for all contracted artists and staff following agreed ROH procedures.
- Prepare briefings for all project stakeholders including creative teams, staff, chaperones and volunteers.
- Organise travel and accommodation requirements for practitioners as needed.
- Manage ticketing set up with box office and front of house.
- Liaise with artists/creative teams to gather all technical and production requirements and collate relevant information.
- Event manage on the day, including rooms/venues set up and get out, sourcing materials, equipment, managing catering needs, securing chaperones and preparing signage.

### ***Project Resources***

- Create written and digital programme resources and support their distribution.
- Ordering of print and visual materials.

### ***Audiences and Media***

- Assisting National Schools Partnership Manager and ROH colleagues with production of any marketing and promotion for National Schools programmes.

### ***Relationship Management***

- Be the main point of contact for the National Schools Programme and foster effective working relationships with all stakeholders.

### ***Financial Management***

- Assist in managing project finances, processing all transactions, regularly monitoring and updating budgets and administrating weekly instructions to payroll.

### ***Data Management and Evaluation***

- Collect and update required data on participants and store appropriately in accordance with ROH Data Management and GDPR policies.
- Support National Schools Programme colleagues in the design and administration of evaluations, collecting and analysing feedback and assisting in the preparation of reports for funders and management.

- Work with external evaluators to gather data and provide access to records as needed.

### **Compliance**

- Ensure a safe, inclusive and welcoming environment by adhering to all compliance requirements including Health & Safety; Safeguarding; Insurance; Equality and Diversity; management of data in line with GDPR; UK Border Agency checks.
- Ensure fiscal responsibility and adherence to ROH financial policies.
- Ensure all copyright and licenses are secured, working with Business Affairs as necessary.
- Ensure all media and image permissions are secured and all records of photography and recordings are saved and securely stored.

### **Contribute to wider L&P efforts**

- Play an active role across the L&P team to ensure an integrated approach is achieved.
- Act as an ambassador for ROH L&P, positively promoting the full portfolio of our work internally and externally.

### **Behaviours:**

- Uphold the ROH values and behaviours: Treat each other with Respect - Be Open - Value the Highest Standards.
- Proactively demonstrate a commitment and contribution to the Royal Opera House's health and safety culture in all activities.
- Actively promote the value of diversity and diverse perspectives in all work.
- Ensure confidentiality, in line with organisational policy and data protection requirements.
- Actively contribute to own professional development, developing and maintaining knowledge and understanding of legislative changes and best practice developments.
- With the other members of the team, share responsibility for housekeeping and the maintenance of standards within the department.

This role forms part of a large department and you will be expected to support other projects and programmes as required.

This position is based in Covent Garden but requires regular work in other locations of England as directed.

This position works 5 out of 7 days and requires some weekend and evening work.

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

## **PERSON SPECIFICATION:**

### **Essential Knowledge, Skills and Experience:**

- Demonstrable knowledge and experience in opera and/or ballet and/or theatre design in educational context.
- Evidence of strong administration, organisational and IT skills with the ability to prioritise and identify future workload.
- Experience of event management, able to demonstrate the ability to plan and run events from concept to delivery.

- Good interpersonal skills with the ability to work with a range of people across the organization and externally, including teachers, artists, technicians, box office, administrative staff and members of the public.
- Excellent communication and writing skills with high standard of English.
- Ability to undertake a varied workload in a fast-paced environment, working on several projects simultaneously.

**Other Desired Knowledge, Skills and Experience:**

- Understanding of schools and the needs of teachers.
- Ability to work in close collaboration as part of a team and independently under direction.
- Attention to detail, particularly in event planning and record keeping.
- Experience of basic financial administration and budgeting.
- An effective team worker with proactive approach to work.
- A commonsense approach to problem solving.
- Awareness of customer care, health and safety, and diversity and inclusion activities.
- The flexibility to work some evenings and some weekends at L&P events as required, for which time off in lieu will be given.
- Commitment to widening diversity and promoting social mobility.

