

JOB DESCRIPTION

Role: Create and Sing Programme Manager

Reports to: Curriculum Manager

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

This key role leads Create & Sing and is responsible for the quality and innovation of the programme across CPD for teachers, classroom resources, digital and live events and celebrations.

This person will work with the National Schools Partnership Manager and Curriculum Manager to scale up the programmes to meet ambitious engagement targets in the L&P Strategy and manage relationships with participating schools.

The role is responsible for ensuring the programme is delivered efficiently, safely and to budget.

Main Responsibilities

Programme Design and Planning

- Lead on development and implementation of programme plan in line with the L&P strategy to deliver the KPIs to agreed timescale and budget.
- Manage programme from conception to completion, overseeing all logistics, planning and administration in collaboration with the wider team.
- Work closely with the Opera Senior Manager to ensure the delivery of true-to-the-art form, high quality dramatic singing learning resources and engagement projects.
- Maximize connections between the programmes and focusing the progression of school engagement in the national target areas, working with the Opera Senior Manager.
- Oversee the recruitment and management of creative teams to develop and deliver digital and live resources and events.

Learning Content Development

- Lead on CPDs and the development of schemes of work, ensuring quality and alignment to the National Curriculum.
- Work with the Digital Strategy Manager and wider team on the development of the Learning Platform and its digital resources.
- Consult with teachers and stakeholders to ensure content is relevant, inclusive & meets participants' needs.

Partnership Management

- Act as the main point of contact for partner schools and stakeholders, actively monitoring involvement and progress.
- Scrutinise evaluation and feedback with the Curriculum Manager to ensure that the project is having maximum impact and to retain involvement.
- Represent ROH L&P at relevant arts or education industry conferences and network groups.

Event Management

- Work with the National Programme Officers to co-ordinate CPDs and workshops sessions both online and in-person.
- Liaise with partners and host venues providing effective management of workshops and performances.
- Liaise with the Senior Opera Manager on any large scale Create & Sing performances.

Financial Management

- Lead the financial management of the programme, setting budgets and monitoring against targets and managing all financial transactions. Work closely with the Financial Controller and General Manager to ensure all budgets are on track. Produce accurate forecasts of income and expenditure accounts as necessary.

Evaluation and Data Monitoring

- Lead evaluation across the programme with both internal and external evaluators, ensuring that feedback is gathered in line with ROH processes, analysed and reports compiled.

- Prepare proposals and reports for funders in close collaboration with Development.
- Ensure Event Reports are compiled at the end of each event, analysed and learnings acted on. Report any incidents adhering to L&P systems.
- Lead data collection in line with L&P systems, ensuring that accurate records are kept, and report produce on monthly basis.

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 regular weekend and evening work.

PERSON SPECIFICATION

Essential Knowledge, Skills and Experience

- Significant experience of managing flagship arts education projects with schools.
- Demonstrable knowledge of the National Curriculum for music and Model Music Curriculum with particular reference to singing, singing strategies and dramatic singing.
- Understanding and appreciation of opera and its potential in education.
- Excellent project management skills with strong organisational, administrative and time management skills and proven ability to work on several projects simultaneously to meet deadlines.
- Excellent written and verbal communication skills with fluent English and adept at nurturing successful relationships with internal and external stakeholders.
- Financial acumen with experience of effectively managing budgets.

Other Desired Knowledge, Skills and Experience

- Strong leadership skills with proven ability to influence, act decisively and problem solve.
- Demonstrable knowledge of music theory.
- Ability to represent The Royal Opera House and the project in internal and external environments.
- Ability to give presentations in public forums and pitch to different stakeholders.
- Accurate record keeping and attention to detail in written documentation.
- Some experience of working with digital media.
- Self-starter and ability to work autonomously.
- Ability to maintain discretion and confidentiality at all times.
- Commitment to delivering a high standard of work at all times.
- Awareness and understanding of Safeguarding and Equal Opportunities.
- Acquired a teacher qualification, experience of teaching in schools and/or teacher.
- Demonstrable knowledge of child and adolescent vocal development
- Knowledge of The Royal Opera Repertoire.

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

