

Royal Opera House Apprenticeships

What part could you play?



INFORMATION PACK FOR CANDIDATES

ARCHIVES ASSISTANT
APPRENTICESHIP

Applications Close: **9am 17th June 2024**

In-Person Interviews:
w/c 24th June 2024

ROYAL OPERA HOUSE



WELCOME

MESSAGE FROM ALEX BEARD, CHIEF EXECUTIVE

Thank you for taking the time to apply for a role at the Royal Opera House.

Extraordinary, world-class performances of opera and ballet are at the absolute heart of our vision here at the Royal Opera House.

So, whether the audience is in one of our beautiful theatres in Covent Garden, watching around the globe in cinemas and online streaming, or taking part in learning and participation programmes up and down the country, we want as many people as possible to enjoy and appreciate these astonishing artforms.

None of this would be possible without the exceptional team of people who work here. People are centre stage of everything we do at ROH, and we built our culture on our core values: treating everyone with Respect, being Open in our mindset and approach, and striving for the Highest Standards in everything we do.

Everyone is welcome at ROH, whatever your background or experience, and we look forward to your application.

Best of luck!

Alex

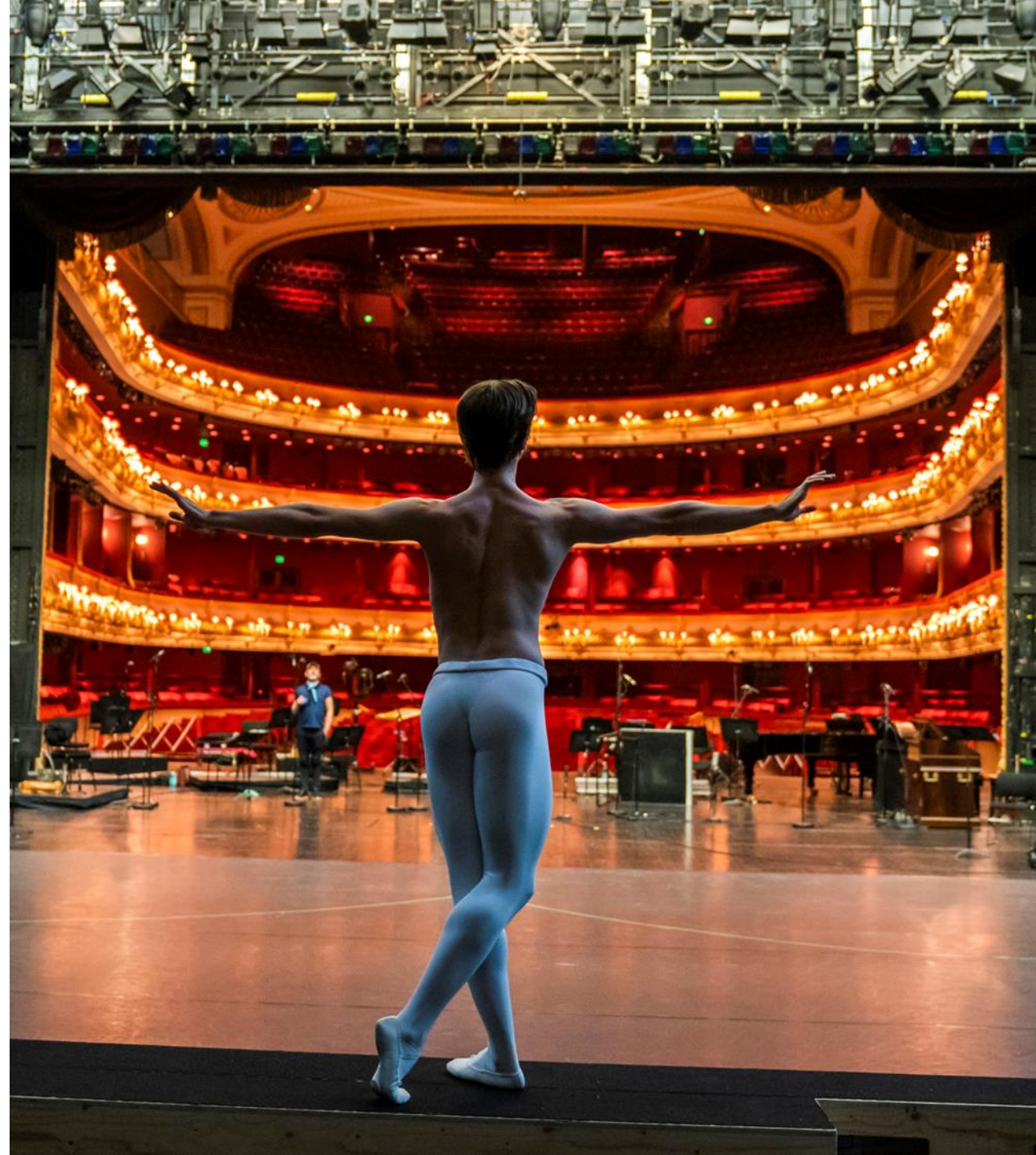


ROH APPRENTICESHIPS

WHY AN APPRENTICESHIP AT THE
ROYAL OPERA HOUSE?

- Study for a Level 3 Apprenticeship at College
- Work full-time at ROH to get on the job experience and skills
- Get paid while studying and working

Build confidence in an exciting place to work, where no two days are the same...



ALL ABOUT THE ROYAL OPERA HOUSE

The Royal Opera House is home to The Royal Ballet, Royal Opera and the Orchestra of the Royal Opera House. We are a repertory theatre and a producing house, which means that we make most of the productions ourselves.

We are one of the busiest theatres in the world, delivering more than 400 performances and around 1,350 learning events each year. We employ over 1000 permanent staff, all enabling us to produce exceptional performances. Our staff work across three sites: Covent Garden theatres and offices, our production workshop at Thurrock and our storage facility at Aberdare.



OUR CRAFTSPEOPLE

Every set, costume and prop that appears on the stage to create the spectacular worlds that help tell the stories of the Opera and Ballet is made by our highly skilled teams; these include

Scenic Carpenters,

Scenic Metal Workers,

Scenic Artists,

Props Makers,

Armourers,

Wig Makers and

Costume Makers.



BEHIND THE SCENES...

There are also teams of highly skilled people making the live shows happen; lighting experts, sound experts, stage build crews and flies and automation crews, on stage props, costume and make up teams.

These teams get the show up and running from rehearsal through to performance nights.

There are up to four different productions showing on our main stage in a week and a whole production can be stripped from the stage to make way for another in a matter of minutes.



As well as the teams who work directly on our performances, there is an army of people that support the day-to-day workings of the organisation.

These include:

- Visitor Experience
- Audiences & Commercial
- Learning & Participation
- Development, Advocacy & Public Policy
- Operations, Estates & Facilities
- Finance, Legal & Business Affairs
- Human Resources
- Information Technology

And we have Apprenticeships in these departments too!

ROYAL OPERA HOUSE



Whatever the team, everyone who works at ROH has a passion for what they do and a shared interest in keeping this unique and brilliant theatre doing what it does best.

For that to continue into the future, **we want to encourage fresh, passionate new talent into the building and our apprenticeship scheme plays a big part in that.**

All departments across the organisation support the apprentices through their journey with us.

Apprentices at ROH get an authentic workplace experience in their specialist field and are fully integrated into the professional teams who are working on producing our live shows all while studying for a Level 3 Apprenticeship Standard.



WHERE DO YOU FIT IN?

- We are interested in recruiting apprentices that first and foremost are **curious**, driven by working in a creative environment and are **keen to learn new skills**.
- We don't expect our apprentices to be experts, but we do want people who foremost **bring enthusiasm and willingness to learn** from some of the best in the industry and who might teach us a thing or two!
- We believe diversity is about making sure we can **attract and develop talented people** who bring more because of their different backgrounds, experiences, cultures and outlooks.
- Recruiting and working with these talented people is just part of the work. **We are committed to creating an environment where everyone believes they belong and can do their best work.**



HOW OUR APPRENTICESHIPS WORK

ROH Apprentices are placed in a department relevant to their apprenticeship. They work as part of those teams across a working week that is regulated by the line manager in the department.

Apprentices are also supported by the Apprenticeships team to ensure each apprentice is happy in their placement and keep them on track throughout. The apprentices also support one another as a peer group; there are several opportunities to meet throughout the placements.

Apprenticeships are 2 years (3 in some cases) and have a mix of work and study. Each position is assigned a college that will support the qualification learning and a percentage of the working week of an apprentice is assigned for college work and study. This is either on day release, block release or remote learning.



As part of the Apprentice cohort you will join with other apprentices from ROH taking part in events, training opportunities and activities to bring you together as a community.

You will be assigned a mentor in your department who can manage your work and progress.

You will have regular pastoral sessions with the apprenticeship team who also manage any practical needs of your qualification or employment

The apprenticeships team also connect with your college to ensure you are on track.

Your college course may be day or block release but we allow you time in your working week to fit this in.

You will earn National Living Wage which will increase by 2.5% in your second year.

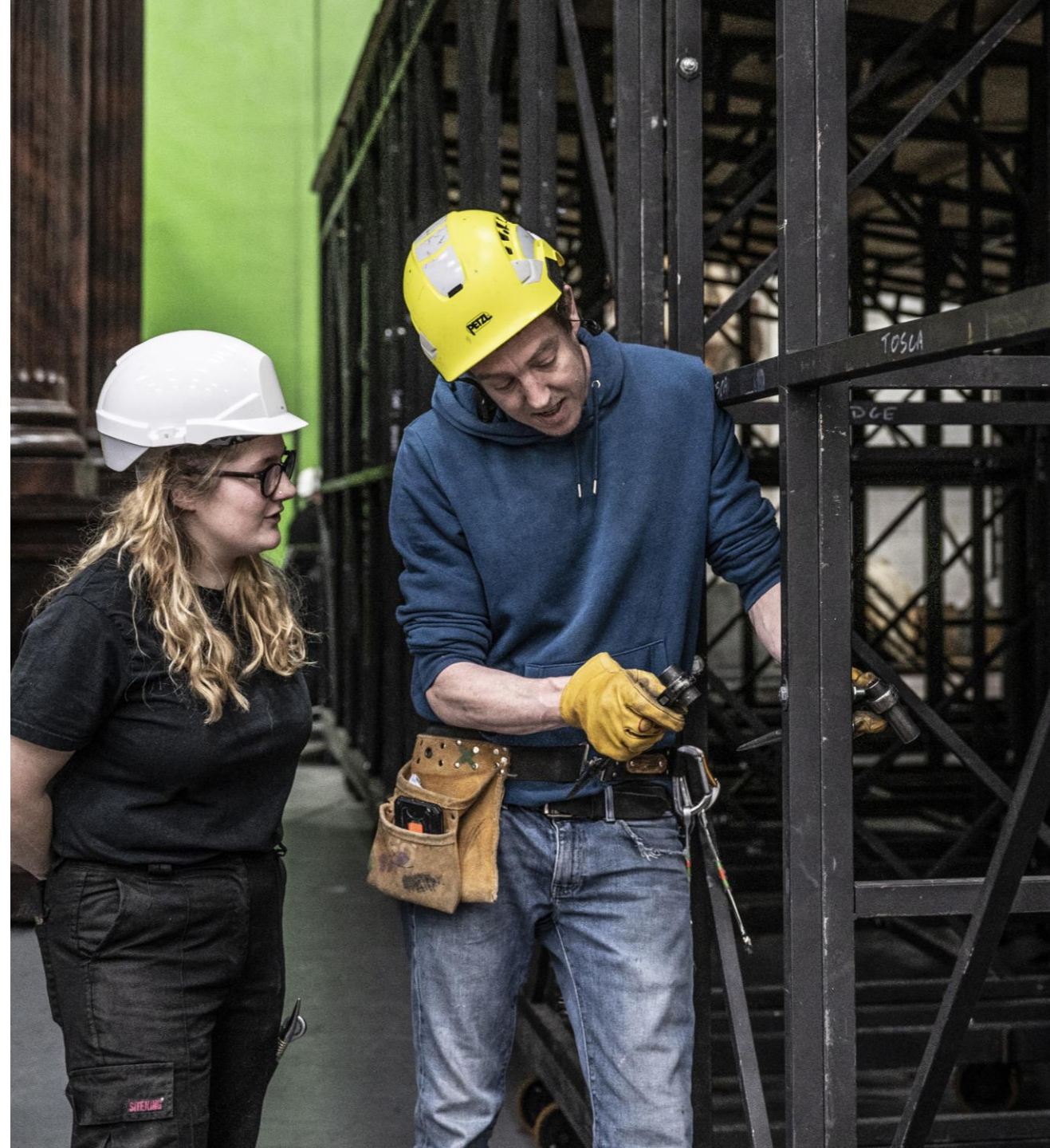


ROYAL OPERA HOUSE

Archives Assistant Apprentice

Purpose of the apprenticeship

The Archives Apprenticeship is an opportunity to join the team who manage the ROH Collections and develop many of the skills needed to collect, care for and document archives and historic objects, and help users access and engage with the ROH's collections and history.



WHAT IS INVOLVED?

- You will be based at the Royal Opera House, Covent Garden, but you will also work at the offsite store in Purfleet. Occasional weekend and evening work will be required.
- You will study for a Library, Information and Archive Services Assistant Standard.
- You will work on average 40 hours per week in the role.
- One day a week will be allocated to college work, the day will be scheduled flexibly to fit with college and department requirements.
- As part of the apprenticeship, in your second year there will be the opportunity to spend time in the archive departments of other organisations.
- You will be supported throughout the apprenticeship by a college assessor, Collections staff and the ROH Apprentices Team.
- You will participate in the full range of activities to ensure the management, preservation, and development of the Collections, enabling users to access and engage with the Royal Opera House's archives, history, and art forms, including:
 - Researching and answering enquiries, and assisting researchers
 - Helping with public engagement activities
 - Assisting with the care and preservation of the collections housed at Covent Garden and the offsite stores
 - Entering information about archives into the Cataloguing Database and details of performances into the Performance Database.



What will you do in the workplace during the apprenticeship?

Information and Research Services:

- Provide access to the Collections by researching enquiries from ROH staff and external users and assisting researchers.
- Digitise archival material and organise photography as required, including helping with copyright and licensing issues.

Public Engagement:

- Participate in the full range of public engagement activities to promote awareness of and access to the collections.
- Research content for ROH social media, website, intranet, and publications.
- Contribute to public events, talks and workshops, and support the creation of exhibitions and displays.

Collections Care and Preservation:

- Assist in the care and preservation of the collections housed at Covent Garden and the offsite stores in Purfleet, including regular site visits.
- Participate in the regular monitoring of the Grade I listed areas of the theatre and the check the condition of archives and objects on permanent display.
- Repackage the Opera Production Photographs and participate in preservation projects as required at all stores.
- Assist volunteers with the boxing and filing of programmes and press cuttings.

Cataloguing/ Data Entry:

- Enter details of performances into the Performance Database following in-house cataloguing rules and ensuring accuracy.
- Record information about ROH programmes and Opera Production Photographs in the Cataloguing Database following in-house cataloguing rules and ensuring accuracy.



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Acquisitions:

- Assist with the acquisition and processing of new material to be added to the ROH Collections.
- Print and file Stage and House Managers' reports and schedules.

General:

- Submit learning logs and diaries to the Apprenticeships Team as required.
- Attend regular meetings with line managers and the Apprenticeships Team to review progress.



What we are looking for in an Archives Assistant Apprentice

- An interest in working with and caring for archives and historic objects, including documents, programmes, photographs and costumes.
- An enthusiasm to learn about the Royal Opera House's history, current activities, opera and ballet.
- Good literacy and communication skills.
- A commitment to providing high level customer service to internal and external users.
- The ability to use your initiative and to work independently and as part of a team.
- Good organisational skills; you must be capable of working on repetitive tasks and to deadlines.
- Good accuracy and attention to detail.
- Good IT skills with a knowledge of Outlook, Word, and Excel.
- Ability to work at heights.
- Ability to handle archives with care and respect.



MINIMUM ESSENTIAL REQUIREMENTS

- You must be **18 years old or over** 2nd September 2024.
- You must **not** have completed a degree or equivalent level qualification in the UK or elsewhere.
- You must have work authorisation for the UK.
- Ability and willingness to work long hours, including evenings and weekends.
- Be committed to completing the college course which is an essential part of the Apprenticeship.
- You must not be working/studying elsewhere, this is a full-time opportunity.
- You must be able to commute to the Royal Opera House in Covent Garden, central London, our Production Workshops in Purfleet, Essex and other locations as required.



OUR PROCESS

- We operate a fair and open recruitment and selection process. Every role is open to all sections of society, and we welcome your application, regardless of your sex, race, religion or belief, ethnic origin, different physical ability, age, gender identity or sexual orientation.
- We particularly welcome applications from those who are female, from a global majority background and/or those who are disabled, as they are under-represented within our workforce. As a Disability Confident employer, we guarantee to interview all disabled applicants who meet the essential minimum criteria for our vacancies.
- Take a look at [these case studies](#) to hear some past apprentice stories
- See our frequently asked questions if you would like to know more or email your questions to apprentices@roh.org.uk



WHAT ARE THE PERKS?

As an ROH Apprentice you will earn the National Living Wage while you qualify.

You will have the opportunity to take part in other training on offer to staff to add to your wider skills.

You will also benefit from all the ROH Staff discounts and offers. These include:

- Staff offers on performance tickets and access to general rehearsals
- Subsidised canteen and coffee bar
- Access to our Employee Assistance Programme providing 24-hour advice and counselling services
- Discounts on alternative and physical therapies provided in-house
- Discounted staff ballet, Pilates and yoga classes
- Discounts at the ROH Shop
- Concessions at a wide range of local Covent Garden shops, restaurants and gyms



WORKING WITH US – WHAT TO EXPECT

“The Royal Opera House has been an exceptional place to work and thoroughly supported everyone all levels during very difficult times”

“Working at the Royal Opera House has provided me so much joy in my life. I really do love working for such a great organisation and with lovely people.”

“I absolutely love working here.”

Starting a new job can be daunting. At the Royal Opera House, we want to make that transition as smooth and easy for you as possible. We'll provide you with all the information you need before you start and will be on hand to answer any questions you may have about the role.

We are a big organisation, with more than 1000 staff and sites at Covent Garden, Thurrock and Aberdare. There will be plenty of people to meet and you'll have a structured induction, including tours of both our Covent Garden and Thurrock sites. This is a great way to orient yourself and understand how all the work comes together.



HOW TO APPLY

Scroll to the bottom of the advert on the ROH website and click on 'Apply Now'. Complete our simple application form - we promise it is not too scary. Make sure you take a look at our 'Guidance on submitting your application' document.

If you have any access needs and would like to complete the form in a different format- please contact us on hr.recruitment@roh.org.uk

- The closing date for applications is 9am Monday 17th June 2024
- In-Person interviews will be held at ROH Covent Garden w/c 24th June
- Starting date for successful candidates w/c 2nd September 2024

