



JOB DESCRIPTION

Role / Title:	Chorus Manager
Reports to:	Administrative Director, Royal Opera (Administrative issues) Chorus Director (Artistic issues)
Supervises:	Assistant Chorus Manager
Manages:	Chorus, Extra Chorus, Actors and Actor/Dancers

Main Purpose of the Job

To manage the chorus, extra chorus, actors and dancers and ensure the smooth running of all day-to-day chorus activities. To represent the chorus in all planning, scheduling and liaison with RBO departments, conductors and directors.

Main Responsibilities

Relationship Management

- Manage the day-to-day organisation of chorus, extra chorus, actors and dancers
- Manage relationships and monitor the well-being of all chorus personnel through regular communication with individual staff, reporting any issues to the Chorus Director or Administrative Director as necessary
- In consultation with the Chorus Director and Administrative Director, manage follow up on any conduct or performance management issues as required
- Act as an ambassador for The Royal Opera and the RBO internally and externally
- Manage and develop the chorus to ensure their effective performance management and skill development
- Represent the chorus in all planning, scheduling and liaison with RBO departments, conductors and directors
Liaise and foster cooperation and regular communication with the chorus representatives
- Promote media content and profile of the chorus in collaboration with Audience and Commercial division

Operations

- Manage the administrative aspects of the permanent chorus and all extras (extra chorus, actors and dancers), providing cover as required
- Contribute to the preparation of the long-term main House schedule and weekly Opera Company rehearsal schedules
- Schedule costume fittings
- Monitor attendance and prepare weekly and monthly payroll
- Manage the performance and rehearsal schedule for the chorus, extra chorus, actors and dancers
- Carry out performance and rehearsal duties to ensure the smooth running of the schedule by supporting and supervising guest artists, the chorus, extra chorus, actors, dancers
- Ensure Health and Safety legislation is adhered to, and appropriate working methods observed in the workplace
- In consultation with the Directors of Opera establish the number of chorus, actors and dancers in each production
- Manage fair processes for the allocation of permanent chorus in small operas
- Manage fair processes regarding career breaks, job shares and parental leave in line with agreed guidelines
- Proactively manage problem solving and troubleshooting for any aspect of the day-to-day operation in order to ensure smooth running of the Opera Company
- Manage projects as required, including tours, concerts and recordings promoted by the RBO and outside promoters

Recruitment

- Work with HR and the Chorus Director on the recruitment and selection process for new Choristers
- Arrange extra chorus auditions
- In consultation with the Chorus Director advise on extra chorus as required, ensuring correct numbers are engaged and contracts are drawn up
- Oversee induction for new choristers, extra chorus, actors and dancers and appropriate welcome
- Sit on panel for chorus and extra chorus auditions

Artistic

- Maintain an up-to-date database of extra chorus, provide information, advice and guidance to the Chorus Director on the awarding of contracts
- Maintain an up-to-date database of actors and dancers provide information, advice and guidance to the creative team on the awarding of contracts.
- Organise and attend actor and dancer auditions

Administration

- Ensure efficient arrangements, for:
 - o Payment of Chorus salaries, including contractual variations
 - o Receipt and processing of sick notes and any leave arrangements
 - o Preparation and issuing of contracts for actors, dancers and extra chorus
 - o Negotiate extra payments for actors and dancers in line with budget and RBO guidelines
 - o Weekly payments for actors, dancers and extra chorus

- o Payments for actors in relation to media activities
- Ensure compliance with current immigration requirements for actors, dancers and extra chorus, liaise with HR in the event of any queries.
- Ensure compliance with RBO policy and practice for all contractual and employment matters, including collective agreements
- Working with the Senior Finance Business Partner, oversee preparation of budgets for engagement of extra chorus, actors and dancers

Management Advisory

- Together with the Administrative Director and Chorus Director support the Royal Opera in the formation of policies and systems for chorus, extra chorus, actors and dancers.
- Work to support a culture and process of continuous improvement in working systems and practices
- Identify and develop supporting relationships internally and externally to further the Royal Opera's aims and objectives
- Keeping up to date with developments in relevant artistic, political and commercial fields, maintaining appropriate contacts and networks

Touring

- Work to support the activities involved in planning and delivering Royal Opera tours in the UK and abroad

PERSON SPECIFICATION

Knowledge, Skills and Experience

Experience and Knowledge

- A proven track record in the management of the operational aspects of a group of professional performers
- Thorough understanding and experience of complex scheduling operations
- Understanding of the needs of artists
- Desire to expand knowledge of operatic repertoire and awareness of current trends in the music/operatic world

Management Skills

- Proven operational and troubleshooting experience, able to ensure smooth running of a large, busy operation
- General management skills and use of systems and procedures, including
 - o Project management
 - o Financial management and budget preparation
 - o Contractual arrangements
 - o Collective terms and agreements
 - o Compliance and best practice
- Ability to work effectively with complex and detailed data
- Ability to manage priorities and support a busy workload

People Skills

- Credibility and influence as an ambassador for The Royal Opera and the RBO internally and externally, able to operate effectively at all levels

- Excellent people and relationship management skills and ability to demonstrate a high level of discretion
- Strong negotiation skills, able to meet objectives
- Ability to support a high-performance culture and team ethic
- Effective performance management and resource management skills

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
- Accuracy and attention to detail
- Strong time management skills with ability to prioritise and meet deadlines
- 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 require.

Continuous Improvement

- Ability to work to and support a culture of continuous improvement
- The ability to assimilate new information, and develop new skills or hone existing skills, to be able to deliver work to a high standard
- Commitment to managing own learning and continuous development relevant to the role
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.
- Commitment to understanding and upholding the charitable aims of the Royal Ballet and Opera – securing the future of ballet, opera and music, ensuring broad access to the artforms and reaching communities via our learning and participation programmes.

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

