



JOB DESCRIPTION

Role / Title: Deputy Head of Music

Reports to: Head of Music

Manages: Music Staff

Overall Purpose of the Job

Support the Head of Music as part of the artistic advisory team for the Opera Company, keeping in touch with new developments in the opera/music/theatre world, keeping up with new trends and new talents to contribute to discussions on future plans.

To work as a répétiteur and coach to the highest standard. To assist with organising auditions for Chorus small parts and covers. To assist with the selection and management of the team of freelance répétiteurs and language coaches.

Key Accountabilities

Working as a répétiteur/coach:

- Work as a répétiteur including assisting conductors, playing, prompting, stage and pit duties, coaching, standing-in for conductors, and other reasonable responsibilities
- Maintain close relationships with other RBO departments, particularly (but not exclusively):
 - Orchestra Office re. allocation and scheduling of stage and off-stage bands
 - Safeguarding Manager re. auditioning and casting of choirs and solo children
 - Music Library re. the cuts list process
 - Assist with planning of events, advising on use of artists, and representing the Royal Opera
 - Learning & Participation, to work actively and strategically with the teams, in line with both the Learning & Participation and the Royal Opera Strategies.

Assist the Head of Music with the management the work of the Music Staff:

- Ensuring high standards of performance and motivating an effective staff team
- Understanding the need for, and implement the highest level of internal customer care, responding positively and effectively to any problem, query or complaint
- Assist with induction, coaching and training for staff, ensuring all Royal Ballet and Opera policies, Union Agreements and industrial relations legislation are understood and implemented, including Health and Safety, and monitoring and maintaining staff wellbeing through regular supervision
- Plan the continuous improvement of working systems and practices, ensuring efficient administration and comprehensive record keeping.

Responsibility for répétiteurs/coaches/etc.:

Assisting with the:

- Allocation and scheduling of duties for répétiteurs and language coaches, ensuring all rehearsals are staffed, and contribute to the compilation of the weekly music call sheet. Oversee the payment process for all freelance music staff and language coaches.
- Scheduling of pianists for dance calls, actors' calls, technical rehearsals, auditions, etc.
- Oversee the completion and update of stage duty lists
- process for arranging and holding auditions for chorus small parts and covers, freelance répétiteurs, and special auditions for visiting conductors, directors etc.

Artistic advisory:

- Promote the interests of the Royal Opera and the wider Royal Ballet and Opera in the UK and overseas by keeping abreast of the operatic world, building and maintaining networks and nurturing young talent.

PERSON SPECIFICATION

Essential Knowledge/Skills/Experience

- Comprehensive knowledge of the opera repertoire
- Significant experience as a répétiteur for a major opera company

- A high-profile coach/assistant conductor and equivalent experience as a recitalist with singers of an international standard
- A detailed knowledge of the working processes of an opera company, with experience of scheduling, and able to efficiently match the right pianist to the appropriate conductor and creative team
- A team player, with a natural rapport with singers, conductors and director, who gets involved in the creative process and takes an interest across all productions from the first model showing to opening night.

Desirable Knowledge/Skills/Experience

- Conducting experience with internationally recognised orchestras
- Considerable experience of nurturing talent and a thorough understanding of the processes of the training of singers
- Fluency in German, French and Italian and ability to work in Czech and Russian an advantage
- Thorough knowledge of the national and international opera and music world in general, along with an awareness of the wider context into which The Royal Opera fits
- Proven staff management skills an advantage
- Ability to 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
- Experience of budget management an advantage
- Competent IT user – word, excel, outlook

Able to work flexible hours including regular evenings and weekends.

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

