



JOB DESCRIPTION

Role / Title:	Company Manager
Manages:	Assistant Company Manager
Reports to:	Administrative Director, the Royal Opera

Main Purpose of the Job

To manage the day-to-day operation of the work of the Performing Artists of the Royal Opera, maintain close liaison with the Chorus Manager, Artistic Administrator, Senior Producer and Administrative Director in order to ensure the smooth running of the Opera Company.

Main Responsibilities

- Ensure the highest level of care and build quality relationships with all artists and staff to enable them to deliver the best possible performance.
- Be the main interface, maintaining close liaison, between Principal Artists, Jette Parker Artists and the Royal Ballet & Opera. Provide support and guidance as required. Assist the Performing Artist to meet their contractual obligations in terms of attendance at rehearsals, fittings etc.
- Produce and distribute the weekly rehearsal schedule. Liaise with the Artistic Administrator about NAs and artists availability.
- Maintain accurate artist and performance records on the database (DIESE).
- Direct responsibility for ensuring approximately 250 Principal Artists (per annum) comply with Royal Ballet & Opera policies and procedures.
- Organise and book outside rehearsal venues, as required.
- Manage last minute cast changes in collaboration with Director of Casting and Artistic Administrator.

- As part of a team, carry out performance and rehearsal duties to ensure the smooth running of the schedule by supporting and supervising Principal Artists, the Chorus, Extra Chorus, Actors and Dancers. Manage the schedule for performance and rehearsal duties.
- Managing the ticket and general ticket allocation for guests artists, music staff, agents etc.
- Liaison with the Development & Advocacy team to assist with donor rehearsal visits as well as helping Development with attendance of artists at development events
- Organise First Night Parties for revivals and other small events.
- Assist and support the work of the Administrative Director
- Work in partnership with other departments, to ensure effective communication to meet the strategic aims of the Royal Opera Company.
- Implement House Policies, Union Agreements and relevant legislation and policy to ensure fair practice and the safety of staff and guest artists.
- Support the Royal Opera Senior Producer and Administrative Director, in planning, organising and operating Royal Opera tours in the UK and overseas to ensure realistic scheduling and that all personnel are in the right place at the right time.
- Respond to the needs of the Royal Opera Company's staff, Principal Artists and audiences by keeping knowledge up to date and improving skills to deliver a first-rate service.
- Work as part of a team to deliver the strategic aims of the Royal Ballet & Opera.

PERSON SPECIFICATION

Knowledge, Skills and Experience

Experience and Knowledge

- Detailed understanding and experience of the operational aspects of a performing company
- Demonstrable experience of liaison with guest artists of international standing.
- Knowledge of the operatic and vocal repertoire and awareness of current trends in the music/operatic world.
- Thorough awareness of the wider context into which the Royal Opera fits.

Essential Skills

- Consistent high level of customer care and responsiveness coupled with tact and diplomacy
- Ability to deal with people at all levels in a confident and professional manner
- A strong team player
- Ability to prioritise and use own initiative as appropriate.
- Pro-active attitude.

Essential 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
- Accuracy and attention to detail
- Track record of taking and accepting responsibility for projects and initiatives.
- Ability to react quickly to situations, to be reliable and resilient, to perform consistently under pressure and to respond positively to changing circumstances
- Strong time management skills with ability to prioritise and meet deadlines in a very busy and productive environment
- Commitment to delivering a high standard of work
- Very competent Microsoft Office user (Word, Excel, Outlook), Sharepoint, and Ticketing Software

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.

