

ENGLISH TOURING OPERA

ARTISTIC ADMINISTRATOR – APPLICATION PACK

FEBRUARY 2021



February 2021

ENGLISH TOURING OPERA

Recruitment Pack: Artistic Administrator

The Role

English Touring Opera are recruiting for one of the most desirable posts in a performing arts organisation.

The Artistic Administrator closely supports and assists the Director, and examines every aspect of the company's work from the perspective of the performing artist. They coordinate between agents, singers and production teams, and communicates information to finance and production staff. The right candidate will be a self-starter, but also a finisher, and they will take pleasure in enabling and facilitating. A thorough understanding of the training and life of a musician is essential, as well as IT literacy and clarity and economy in writing and in speech. An ethical business head will help.

The Artistic Administrator will assist the Director in the creation of a new stream of digital content while also preparing for a live tour in Autumn 2021.

Key Features of the Role

The Artistic Administrator role demands strong organisational skills, an aptitude for working well both independently and with close colleagues, and a willingness to take responsibility and exercise good judgment in the service of the Director's vision and objectives.

As well as managing all practical details of engaging singers, directors, conductors and other cast/artistic team members (eg assistant directors, assistant conductors and répétiteurs), the Artistic Administrator must monitor financial commitments to artists against budgets and ensure that information flows efficiently and accurately both within ETO and among external partners/associates as projects develop.

The Artistic Administrator also manages the Director's ETO diary and monitors/processes routine correspondence on his behalf, highlighting matters that need urgent attention from him directly as they arise.

English Touring Opera

Since 1979, ETO has toured outstanding live productions and impactful education and community projects to more towns and cities than any other UK opera company. At the heart of our ethos is making exceptional artistic experiences available and accessible to everyone. We reach over 50,000 people per year with five mainstage productions, two specially commissioned operas for children and young people with special educational needs, a series of creative workshops for people with dementia and their carers, and more than 70 workshops for people of all abilities and ages.

<u>Artistic Administrator</u>	
LINE MANAGER	<ul style="list-style-type: none"> • Producer
KEY RELATIONSHIPS	<ul style="list-style-type: none"> • Director • Producer • Freelance singers, agents, creative teams
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Supporting the Director in casting. This includes co-ordinating, scheduling and running ETO's General Auditions, other ad hoc auditions, coaching/ working sessions and meetings/interviews. • Keeping the ETO office informed of developments in artistic planning (eg repertoire and casting). • Negotiating artists' fees with artists and agents, within prescribed parameters. • Managing pre-contractual NA requests. • Drafting/proofing and processing offers, contracts and provisional schedules for directors, singers, conductors, assistant directors, assistant conductors and répétiteurs. • Representing the Director in his absence at ETO internal meetings (eg regular meetings with the Producer and Heads of Department). • Reviewing plans and artistic budgets with the Producer and Head of Finance and keeping relevant budget documents up to date. • Ensure preparation of the Company Schedule and Welcome Pack prior to each tour; take over responsibility for circulating tour-specific information to all company members of the tour concerned; prepare and process all fee payments promptly and accurately. • Liaising with the Finance Manager to arrange payment on invoice for directors, répétiteurs and other artistic team members as appropriate. • Training assistant directors to create surtitle material (including scores marked up with surtitle cues) and to operate surtitles during rehearsals and performances. • Operating surtitles in rehearsals and performances (as required). • Liaising with the Operations Officer/Music Librarian to ensure that scores/sheet music/performance texts/translations and any other material to be used by artists in productions is prepared and circulated promptly. • Managing special projects (eg concerts, recital series) as required – independently or with others on the ETO team. • Handling personal and confidential information sensitively and securely. • Acting as an ambassador for ETO at all times.
OTHER DUTIES	<p>The post holder will be expected to contribute to the work of other departments within ETO and carry out, within reason, additional duties to further the objectives of the company</p>

<u>Person Specification</u>	
Essential Experience	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Knowledge of operatic repertoire • Knowledge of (classically trained) voices • Ability to read music, including vocal and orchestral scores • Strong interpersonal skills • Strong organisational skills • Demonstrable ability to balance and prioritise workload • Good numeracy • Sound IT skills - including Email, Word, Excel and Database(s)
Essential Attributes	<ul style="list-style-type: none"> • An interest in opera and the performing arts • The ability to work both independently and as part of a close-knit team • Diplomacy and discretion • A supportive character • The ability to work with a wide variety of people • The ability to research imaginatively • Resourcefulness and initiative
Desirable Experience	<ul style="list-style-type: none"> • Experience of working with classically trained musicians (ideally singers) • Experience of a similar role in opera • Experience of a similar role in theatre • Experience of an arts role (paid or voluntary) with transferable skills • Budget management

<u>Team Competencies, expected of all ETO staff</u>	
Efficiency	<ul style="list-style-type: none"> • Using time and resources well
Innovation	<ul style="list-style-type: none"> • Keeping an open mind • Identifying opportunities to try new ideas • Problem solving – identifying problems, analysing their causes and proposing clear plans to resolve them
Articulacy	<ul style="list-style-type: none"> • Reporting information accurately, in an appropriate level of detail, at the right time • Choosing appropriate mode, tone and register for each context

Cultivating external relationships	<ul style="list-style-type: none">• Contributing to effective communication and enriching relationships with external partners and contacts
Cultivating internal relationships	<ul style="list-style-type: none">• Contributing to honest, effective communication and mutual support within the team• Sharing challenges and celebrating achievements• Owning mistakes
Resilience	<ul style="list-style-type: none">• Responding to challenges constructively• Working well under pressure• Adapting to new circumstances
Numeracy	<ul style="list-style-type: none">• Managing financial and/or statistical information accurately and efficiently• Being able to identify anomalies or inconsistencies quickly and correct or adjust as necessary

Terms

Salary: Pro rata, based upon £26,000-£32,000 per annum for full time work.

Commencement: March 2021 for a 6 month fixed term contract, or as soon as possible, with hope that the successful candidate may continue beyond this contract upon review.

Probation period: 2 calendar months

Notice period: 1 week during the probationary period; 1 month thereafter

Hours: Normal working hours include 7 paid hours a day, 5 days per week (a 1 hour lunch break each is unpaid), Monday to Friday.

This role can be offered on a 3 - 5 days per week contract to offer flexibility to the right candidate if they have other commitments during times of government restrictions.

Less than full time hours can be spread flexibly throughout the week. Typically this is a full time role and if the successful candidate were to continue in this role beyond the 6 month contract a further discussion would be had as to their ability to fulfil the role on a full time basis.

Some evening and weekend work may be required. No overtime is payable, but ETO operates a TOIL scheme.

February 2021

Holiday entitlement: Holiday entitlement is 20 days p.a. (excluding public holidays). This increases to 25 days p.a. upon the second anniversary of working with ETO.

The pro rata for this 6 month contract is 10 days.

Location: The post is based in London.

The office is in Peckham (on the Mountview site, 120 Peckham Hill Street London SE15 5JT). The majority of this role will be completed remotely until government restrictions are relaxed. Some work in the office may be required. During touring seasons some travel within the UK may be required.

Application Process

Application Documents

To apply, please use the online form below. You will be asked to upload your CV (no more than 2 A4 pages, ie 1 sheet, double sided) and a covering letter (also no more than 2 A4 pages, ie 1 sheet, double sided) outlining your interest in and suitability for the role. You will also be asked for two referees.

Please also fill in your availability for interview in the week of the 8th March 2021, as well as the equal opportunity details which will be stored separately from your application and will not be considered as part of it.

Application form: <https://tinyurl.com/kn5v2qpa>

If you have any questions or difficulty using the online application form, please contact ETO's Producer Matthew Turbett (matthew.turbett@englishtouringopera.org.uk). Please use the subject line: ARTISTIC ADMINISTRATOR APPLICATION

Deadline

10am Tuesday 9th March 2021. (Applications sent after the deadline cannot be considered.)

Interviews

Interviews will take place via Zoom by the end of the week commencing Monday 8th March 2021 **Please indicate any constraints around your availability that week on the application form.**

February 2021

ETO is an Equal Opportunities employer and encourages applications from all backgrounds.

GENERAL DATA PROTECTION REGULATION 2018 (GDPR)

You may be familiar with the EU General Data Protection Regulation (GDPR) which came into effect in May 2018.

The data you provide as part of your application will be held securely – in accordance with GDPR - and accessible only to those involved in the recruitment process. It will not be used for any other purpose.

Once the recruitment process is over, should you be unsuccessful your data will be stored for a maximum of 12 months, then destroyed. If you are appointed, your application form will be retained and form the basis of your personnel record. By applying, you give your consent to your data being stored and processed in this way.

If you complete an Equal Opportunities Monitoring form and include it with your application, you consent to the information you provide in it being stored anonymously and processed exclusively for the purposes of Equal Opportunities monitoring.

ETO's full privacy notice can be found on its website here: <http://englishtouringopera.org.uk/site/privacy-policy/>