

# ENGLISH TOURING OPERA

Opera that ***moves***

A man and a woman in 18th-century opera costumes are shown in a romantic embrace, nearly kissing. The man, with a beard and dark hair, wears a dark coat and a light-colored scarf. The woman has long, dark, curly hair and wears a light blue dress with a pattern of small gold stars and a dark blue bodice. They are standing in front of a dark, atmospheric backdrop with vertical wooden poles. In the foreground, a large, woven wicker basket is visible.

**Producer  
Recruitment Pack**



# About ETO

For over 40 years, English Touring Opera (ETO) has held a unique place in the opera industry as the only mid-scale touring company offering regional venues, and thousands of audiences, outstanding live productions and impactful Learning and Participation projects, across a significant national footprint.

At the heart of our ethos is a commitment to touring ambitious programmes of high-quality, innovative, and unjustly underperformed opera that engages and inspires audiences. We reach over 40,000 people every year through five mainstage productions of ambitious, high-quality, opera. Touring across the largest geographical reach of any UK company, from Truro to Perth, ETO serves over 20 towns and cities with severely limited access to other live performance.

ETO's award-winning Learning and Participation Programme annually engages over 12,000 children and adults nationwide through 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.

ETO has earned a longstanding reputation for producing exceptional work. Recent awards include WhatsOnStage 'Best New Opera Production' (2017), Oliver Award 'Outstanding Achievement in Opera' (2014) and nominations at International Opera Awards (2019) and Young Audiences Music Awards (2020).



# Plans for 2022 and beyond

Following two seasons of digital work during the COVID-19 pandemic, ETO returned to live audiences in autumn 2021 with a UK tour of Handel's *Amadigi* and a school's tour of the newly commissioned show *Back into the World*. Spring 2022 was one of ETO's largest tours to date, with two theatre-based shows (*La bohème* and *The Golden Cockerel*), a concert tour (*St John Passion*), two education shows (*Paper and Tin* and *How To Find Your Name*) and a digital co-production with Little Angel Theatre of *The Firebird*, based upon the poem by Michael Rosen.

In summer 2022, the company is joined by Robin Norton-Hale as our new General Director. The coming 12 months will be an exciting period of change and reinvention for the company as we embark on Robin's new vision and realise our organisational ambitions to bring opera to everyone across England, it's a great time to be joining the company.

Autumn 2022 will see an exciting start to ETO's 'festival model' autumn tours, with a trilogy of Handel operas – *Agrippina*, *Ottone* and *Tamerlano*, which will tour through October and November 2022. Alongside there will be a series of musical workshops for school age participants, and a newly commissioned opera in celebration of the centenary of Howard Carter's discovery of the tomb of Tutankhamun. Spring 2023 will see a revival of one of ETO's famed productions, *Giulio Cesare*, alongside new productions of Donizetti's *Lucrezia Borgia* and Rossini's *Il viaggio a Reims*.

ETO's Learning & Participation department are committing to delivering even more work that supports the aims of Arts Council England's Let's Create strategy for building a creative and cultural country. Alongside our existing national tours of shows for younger audiences, this will include 3 large scale community operas and a series of workshops delivered nationally to local authorities identified as Levelling Up areas.



## Context

English Touring Opera is recruiting an energetic, entrepreneurial and highly numerate candidate in the role of Producer. The Producer will work closely with ETO's new General Director, Robin Norton Hale, in the planning, booking, coordination and delivery of ETO's touring productions.

The Producer will negotiate contracts with touring venues and agents, oversee all expenditure along with the Head of Production, play a leading role in the production department and line manage the Assistant Producer. The Producer will be skilled at financial modelling and management accounting, working closely with the Head of Finance to prepare and present updated budgets internally, and for external funders.

The Producer should have experience of negotiation, and clear communication skills. This role requires a good understanding of how UK receiving venues programme their theatres and experience of managing multiple stakeholder needs and relationships at once.

We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. Fast learners are encouraged to apply.

# The role

<b>Job Title:</b>	Producer
<b>Line Manager:</b>	General Director
<b>Salary:</b>	£40,000 - £45,000 per annum (depending on experience)
<b>Direct Reports:</b>	Assistant Producer

## Key Relationships

- Head of Production
- Head of Finance
- Head of Learning & Participation
- Head of Development and Operations
- Orchestra Manager

## Key responsibilities

### Programming

- Maintain English Touring Opera's long established relationships with performing arts venues across the UK.
- Develop new relationships with performing arts venues in strategic regions.
- Successfully promote English Touring Opera's productions to decision makers at those performing arts venues.
- Negotiate mutually beneficial financial terms and conditions of visit for performances.

### Production

- Support the production team (General Director, Head of Production, Assistant Producer, Artistic Administrator) and freelance creatives in the delivery of tours within set timelines and budgets and achieving artistic excellence.
- Negotiate mutually beneficial terms and conditions with creative team members (directors, designers, conductors etc).
- Resource the production team to support the needs of the freelance touring company.
- Work with the Orchestra Manager and General Director to make sure that the requirements of the orchestral department are met and that good relationships are maintained with the Musicians' Union
- Work with the General Director in future programming planning, and to compile the

reports required for, and attend, the quarterly National Opera Co-ordination Committee meetings.

- Support the Head of Learning & Participation in the delivery of L&P productions and touring activity.
- Work with the Marketing & Communications Manager to support an active relationship between ETO and touring venue marketing departments, meeting contractual deadlines and finding opportunities to attract new audiences.

## **Finance**

- Responsibility for the production budgets and expenditure, working with Head of Production and Head of Finance to keep to budget and regularly update forecasts.
- Create, manage and track production budgets.
- Process the settlements for each venue, supported by the Finance Manager.
- Support the Head of Finance in creating quarterly management accounts. · Accurate financial modelling of future seasons.
- Work with the General Director, Head of Finance and Head of Development and Operations to create annual budgets.

## **General**

- Contribute to the work of other departments within ETO and carry out, within reason, other duties to further the objectives of the company.
- Act as an ambassador for the company at all times.
- Keep up to date with all relevant regulation and compliance

## **Essential criteria**

- A passion for the arts, music, theatre and ETO's mission.
- A knowledge of UK regional venues and touring models.
- Highly numerate, adept at financial modelling.
- Experience creating, managing, and maintaining realistic production budgets.
- Outstanding interpersonal skills, with the ability to interact with people from all backgrounds and ages with confidence, using tact and diplomacy.
- Excellent written communications skills.
- Experience cultivating new relationships.
- Enjoys negotiation.
- A methodical approach and eye for detail.

## **Desirable criteria**

- A good working knowledge of opera.
- Professional experience at a receiving venue.
- Experience of line management.
- Ability to bring the best out of colleagues and people you manage.

## **Team competencies, expected of all ETO staff**

### Efficiency

- Using time and resources well

### Innovation

- Keeping an open mind
- Identifying opportunities to try new ideas
- Problem solving - identifying problems, analysing their cause and proposing clear solutions

### Articulacy

- 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

- Contributing to honest, effective communication and mutual support within the team
- Sharing challenges and celebrating achievements
- Owning mistakes

### Resilience

- Responding to challenges constructively
- Working well under pressure
- Adapting to new circumstances

### Numeracy

- Managing financial and/or statistical information accurately and efficiently
- Being able to identify anomalies or inconsistencies quickly and correct or adjust as necessary

## Employment details

### Contact type:

Permanent, full-time position. The normal working week includes seven paid hours a day, five days per week (a one-hour lunch break each day is unpaid), Monday to Friday. Normal office hours are 10am-6pm Mon-Fri, though earlier start/finish times will be considered. Some evening and weekend work will be required.

**Gross Starting Salary:** £40,000 per annum (subject to experience)

**Proposed Starting Date:** September 2022

**Probationary Period:** 6 months

**Notice Period:** 1 month during the probationary period; 3 months thereafter

**Hours:** 5 days per week. Normal office hours are 10am - 6pm Monday to Friday. Evening and weekend work will be required

**Holiday Entitlement:** 20 days per annum, pro rata, plus Bank Holidays

**Location:** Mountview Academy of Theatre Arts, Peckham, London. Travel in the UK will be required for this role.

**Pension:** Employees are automatically enrolled into ETO's pension scheme (managed by Royal London), to which ETO will contribute 4% and the employee will contribute 4% of salary, starting with the first salary payment. (Contribution rates and other terms and conditions of the scheme may change. Employees have the right to opt out of the scheme.)

## Application process

Please email your CV (max. two pages) and a covering letter (max. two pages), outlining in detail why you are applying for the role and how your skills and experience make you a suitable candidate, to **[admin@englishtouringopera.org.uk](mailto:admin@englishtouringopera.org.uk)**. Applications without a covering letter will not be assessed.

If you would like to submit your cover letter and submission of interest in a non-written format, please submit a video or voice recording (or link to one). Please ensure these are no longer than 5 minutes.

Please also fill in the equal opportunity monitoring form, which will be anonymised, stored separately from your application, and will not be considered as part of it:

**<https://forms.office.com/r/HBwsqp5VLN>**



Please quote PRODUCER APPLICATION in the subject of your email and outline your availability on the proposed interview dates. Please include contact details of two referees. If you have any questions about the role or the application process, please email Robin Norton-Hale at the email address above.

### **Closing date**

Please submit applications by 10.00am on Monday 29 August. First round interviews will take place in the week of the 29th August. Please make you availability on these days known to us in your application and whether you have any accessibility requirements. considered.)

### **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/privacy-policy/>

