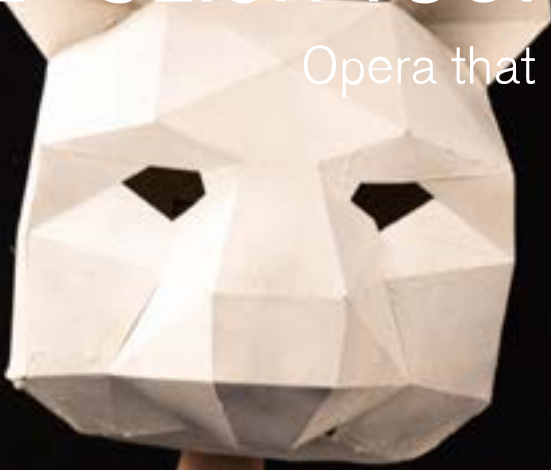


# ENGLISH TOURING OPERA

Opera that *moves*



Learning & Participation  
Assistant 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

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 operas for younger audiences and young people with Special Educational Needs and Disabilities (SEND), this will include 3 large scale community operas and a set of workshops to be delivered nationally, focussing on local authorities that have been identified as Levelling Up places.

The Learning & Participation Assistant Producer will work closely with the Head of Learning & Participation and community and education partners around the country, playing a key role in the curation, planning, and administration of ETO's Learning & Participation programme. The Learning & Participation Assistant Producer will lead on the devising and planning of the new national workshop series introducing people around the country to opera. Alongside the Head of Learning & Participation they will assist with commissioning new operas. ETO's Learning & Participation department commission at least two new operas every year, working with freelance creative teams. From 2023, ETO are committing to producing three new operas relating to different aspects of climate change for 7-11 year olds due to tour schools, libraries, and studio theatres in the coming years.

ETO is an equal opportunities employer. 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.

## The role

<b>Job Title:</b>	Learning & Participation (L&P) Assistant Producer
<b>Line Manager:</b>	Head of Learning & Participation
<b>Salary:</b>	£25,000 per annum
<b>Terms:</b>	Full Time (with potential to consider less than full time)

### Role purpose:

### Key responsibilities

- Co-devise and lead on a new national opera workshop programme in line with the Arts Council's 'Let's Create' and 'Levelling Up' strategies.
- Lead on the administrative planning of three new regional community operas
- Lead on all Learning & Participation workshop planning
- Liaise with Head of Learning & Participation on curation of Learning & Participation output (including new commissions)
- Support Head of Learning & Participation to develop and enhance relationships with schools, music hubs etc.
- Manage ETO's schools' tours bookings
- Support Head of Learning & Participation on sourcing, developing, and managing participation in ETO projects including choirs, children's roles etc.
- Support Head of Learning & Participation and Assistant Producer on the 'Production' elements of the Learning & Participation operas
- Support Assistant Producer on child licensing and DBS checks
- Contribute to Schools' and Teachers' Pack for L&P productions
- Support Development team with information and material for fundraising applications for L&P projects

We encourage the opportunity for this work to be undertaken alongside other creative work outside of ETO; we are open to exploring how that might be achieved. The role is likely to suit someone who is expressive, collaborative, and responsible. ETO values the thoughtful delivery of a high volume of projects, with smart artists and high-quality participation.

## **Skills and experience requirements**

### **Essential criteria**

- Relevant experience in an arts or arts education-based environment.
- A passion for the arts, music, outreach and ETO's mission.
- Experience of artistic work by, for and with children and young people and people with special educational needs.
- Scheduling and planning experience.
- Experience of managing budgets for arts projects.
- A confident writer and communicator.
- Willingness to travel and work regionally within the UK, including staying away from home.

Appointment to this role is conditional on a valid DBS certificate being awarded and continued employment in the role will be conditional on such a certificate being maintained. ETO will make the relevant applications to renew the certificate as required.

### **Desirable criteria**

- Relevant experience in an arts or arts education-based environment
- A passion for the arts, music, outreach and ETO's mission
- Experience of artistic work by, for and with children and young people and people with special educational needs
- Scheduling and planning experience
- Experience of managing budgets for arts projects
- A confident writer and communicator

## **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

<b>Salary:</b>	£25,000 per annum
<b>Permanent from:</b>	September 2022
<b>Probationary Period:</b>	6 calendar months
<b>Notice Period:</b>	1 month during the probationary period; 3 months thereafter
<b>Hours:</b>	ETO's normal working week includes 7 paid hours a day, 5 days per week (a 1-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.
<b>Holiday Entitlement:</b>	Holiday entitlement is 20 days p.a. (excluding public holidays) for first 2 years, thereafter 25 days (excluding public holidays)
<b>Location:</b>	The post is based in London on the Mountview site, 120 Peckham Hill Street London SE15 5JT. Travel across the UK will be expected of this role.

## Application process

### Application documents

Please email in your CV (no more than 2 sides of A4) and a covering letter (also no more than 2 sides of A4) outlining your interest in and suitability for the role in line with the role profile and criteria to [admin@englishtouringopera.org.uk](mailto:admin@englishtouringopera.org.uk) with the subject line: LEARNING & PARTICIPATION ASSISTANT PRODUCER APPLICATION. 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 submit 2 referees (please note that referees will not be contacted without your permission).

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. If you would like to have a conversation about the role ahead of applying **please contact ETO's Head of Learning & Participation, Bradley Travis ([bradley.travis@englishtouringopera.org.uk](mailto:bradley.travis@englishtouringopera.org.uk)).**

### Deadline

10am, Monday 15th August 2022. (Applications sent after the deadline cannot be considered.)

## Interviews

Interviews will take place later in the week commencing 15th August 2022. Please indicate any constraints around your availability that week on the application form.

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/privacy-policy/>

