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| ENO logo from Sept 2015.jpg | **English National Opera****Music Co-ordinator & PA to the Music Director**  |

**About ENO**

English National Opera is founded on the belief that opera of the highest quality should be accessible to everyone.

At ENO opera is theatre; expressing drama through the unique combination of music, text, dance, and design. We sing in English and believe that singing in our own language connects the performers and the audience to the drama onstage, and enhances the experience for all.

We collaborate across contemporary art forms, to reflect the growing diversity of our culture. And we take a fresh approach right across the repertoire, from baroque to contemporary, as well as commissioning new works as part of our commitment to the future of the art form.

We bring our productions to the widest possible audience, whether at the London Coliseum, nationally or internationally. We make our work accessible by offering a large proportion of tickets at affordable prices, and by distributing it widely on screen and via digital media.

We also aim to introduce completely new audiences to the magic of opera through stimulating and creative learning and participation programmes.

We are a national company of internationally recognised standard. We nurture talent across the entire company, whether on-stage, backstage, or in the pit. We provide a platform for young singers to develop global careers.

Our vision is to be synonymous with making great opera accessible to the widest and most diverse audiences. We will continue to forge ground-breaking collaborations across art forms, and our world-class productions will inspire, surprise and captivate. We will be recognised as the national centre of excellence for developing opera, and as the benchmark for nurturing new talent. We will reach out to communities who might think opera is not for them.

We will tell the world’s most timeless stories, unforgettably.

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**English National Opera**

**Music Co-ordinator & PA to the Music Director**

**Job Description**

**The Role**

The Music Department comprises the Chorus, Orchestra, Music Staff, Library and Surtitles. The Music Department is headed by the Music Director who is responsible for the development of the Company’s artistic policy in collaboration with the Artistic Director. The Director of Music Administration is responsible for the operational management of the department. The Head of Music is responsible for the musical management of the department.

The **Music Co-ordinator** reports to the Music Director, Director of Music Administration and Head of Music, and is responsible for providing effective administrative/PA support to all three positions. It is a pivotal role within the company that requires excellent communication and liaison between the Music Department, the rest of the company and external contacts.

**Key Accountabilities**

* Diary planning and management for the Music Director, Director of Music Administration and Head of Music
* Liaise with all parts of the Music Department, including the Orchestra Office, Chorus Office and Library
* Liaise with the Company Office and Head of Music to assist in compiling the weekly call sheet, to include scheduling as required
* Support the Casting Department, including but not limited to arranging music staff, audition/coaching rooms and coordinating all general and stage auditions
* Support the Head of Legal on music contract-related matters
* Issue contracts, including guest members of music staff and translators
* Type correspondence or documents for the Music Director, Director of Music Administration and Head of Music
* Provide effective liaison between Music Director, other ENO managers and their departments, and his agent
* Keep the Music Director, Director of Music Administration and Head of Music informed of all relevant artistic meetings, auditions, and any other  issues
* Take accurate minutes of meetings
* Keep accurate records and filing systems, including but not limited to operas, budgets, staff holidays and absences
* Input payroll information for the Music Staff, and for Orchestra and Chorus as required
* Organise recruitment for the Music Department
* Administer the Charles Mackerras Fellowship trials, and look after the incumbent Fellow during their time with the Company
* Coordinate all hires and moves of keyboard instruments at ENO and external venues
* Arrange Music Staff, Chorus and Orchestra auditions as required
* Receive and assess incoming correspondence and telephone calls, replying where appropriate
* Attend rehearsals and performances as required
* Provide a management presence for performances
* Any other duties related to the post

**Person Specification**

**Essential**

* Educated to degree level or equivalent
* Calm, confident and professional manner
* Ability to deal with artists and staff at all levels
* Excellent interpersonal and communication skills
* Ability to prioritise
* Ability to work well under pressure
* Excellent attention to detail
* Excellent organisational skills
* Flexible approach to working
* A knowledge of and interest in the operatic repertoire
* Full competence in Microsoft Office

**Desirable**

* Relevant experience of working in an arts organisation

**Additional Information**

# Confidentiality

All information concerning staff, patrons, productions and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time. A breach of confidentiality will result in disciplinary action being taken in accordance with ENO’s disciplinary procedure and may lead to dismissal.

**Data protection**

Computer information should only be accessed if this has been authorised and is necessary as part of the postholder’s work. Unauthorised access to computer data or helping others to access such data will result inaction being taken in accordance with ENO’s disciplinary procedure and may lead to dismissal. The postholder’s attention is also drawn to the Data Protection Act 1984 and the Computer Misuse Act 1990.

# Health and Safety

The postholder has personal responsibility for safety as outlined in the safety policy and the Health and Safety at Work Act 1974.

# Equal Opportunities

The postholder will be required to abide by ENO’s policies on Equal Opportunities.

# Code of Conduct

The postholder will be required to act in accordance with ENO’s Code of Conduct whereby everyone shall be treated in a professional and courteous manner and with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.

**To apply:**

Please complete the attached application form detailing why you are interested in applying and why you feel your experience would be suited to the post and send to personnel@eno.org

Deadline for receipt of applications: **Wednesday 19th October 2016 at 5.00pm**


**CONFIDENTIAL**

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| **English National Opera**London Coliseum, St Martin’s Lane, London WC2N 4ESTelephone 0207 836 0111 +44 207 836 0111 international**APPLICATION FOR EMPLOYMENT** |  |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  Position applied for: |   |  |
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**1) PRESENT EMPLOYER**

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| --- | --- | --- | --- |
| Employer’s name, address & nature of business: | Job title held | Dates Employed | Brief description of main duties |
|  |  |  |  |
| Period of notice to be given: |  | Current salary:  |  |  |

**2) PREVIOUS EMPLOYMENT**

*(please continue on a separate sheet if necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name, address & nature of business: | Job title held | Dates Employed | Brief description of main dutiesand reason for leaving |
|  |  |  |  |

**3) EDUCATION** (Secondary, Further/Higher)

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| --- | --- | --- |
| Schools, colleges, universities or institutes of further education attended: | Date of qualification | Qualification gained, including subject and grades (or expected results): |
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Details of any professional qualification(s)/membership(s) of professional association(s):

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Details of any training undertaken *(please continue on a separate sheet if necessary)*:

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*Please note, English National Opera may request evidence of any qualification you have given above before making an appointment.*

**4) REFERENCES** *Please give the names & addresses of two* ***employment referees,*** one being your current or most recent employer (we will not contact them until permitted to do so):

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| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| Occupation: | Occupation: |
| Years known to you: | Years known to you: |

**5) EXPERIENCE**

Please outline your experience, relevant skills, suitability, and interest for this position:

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**6) FURTHER INFORMATION**

Do you need a work permit to work in the UK? Yes\* No

\*if Yes, please state if you hold a current work permit and its expiry date:

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Where did you see the vacancy advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of a criminal offence (other than convictions that are considered spent under the Rehabilitation of Offenders Act 1974)?



\*if Yes, please give details on a separate sheet.

*NB. ENO is committed to safeguarding and promoting the welfare of children. Some vacancies may require CRB checks.*

Data Protection Act (95/46/EC)

Information provided by you in this application or other relevant information supplied during the selection process (and any employment which may follow) may be held on computer and used for any lawful purpose relating to employee/Personnel administration and management. In the event that it is found the information submitted on this application form is not correct, ENO reserves the right to summarily dismiss you from employment for a fraudulent application.

**I declare that the information contained in this application is correct.**

**Signature: Date:**

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**ENGLISH NATIONAL OPERA**

**PERSONAL DETAILS**

The information provided will be used confidentially for administration purposes only and will not affect your application in any way.

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| Position applied for: |  |  |
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| Title (Mr, Mrs, Miss, Ms, other): |  |
| Surname: |  |
| First name(s): |  |
| Home address: |  |
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|  |  |
| Home telephone number: |  |
| Work telephone number: |  |
| Mobile telephone number: |  |
| Email address: |  |