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| ENO logo from Sept 2015.jpg | **English National Opera**  **Orchestra and Chorus Assistant (12 month fixed term contract)** |

**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.

ORCHESTRA AND CHORUS ASSISTANT (12 month fixed term contract)

1: JOB DETAILS

Job Title: Orchestra and Chorus Assistant  
Reports to: Assistant Orchestra Manager and Chorus Manager  
Department: Split between Orchestra and Chorus  
Salary: £18,500 - £20,500 per annum pro rata

2: PURPOSE OF JOB

Reporting to the Chorus Manager and Assistant Orchestra Manager, the Orchestra and Chorus Assistant is responsible for assisting with the effective management and operation of the Orchestra and Chorus of ENO, deputising for both the Orchestra and Chorus Management on a regular basis.

3: KEY ACCOUNTABILITIES - ORCHESTRA

Schedules:

* Liaise with the Assistant Orchestra Manager in the production and distribution of the orchestral schedules.
* Create rehearsal schedules and personal lists for individual projects and operas, ensuring that all information is accurate.
* Keep the Orchestra Manager, Assistant Orchestra Manager, Orchestra Logistics Co-ordinator and freelance porters advised of all rehearsal and performance schedules, including maintaining the band room notice boards.

Staff:

* Assist in the administration of all payments and payment records to the orchestra and to extra and deputy players.
* Assist the Orchestra Manager and Assistant Orchestra Manager in the selection and appointment of extra and deputy players as required.
* Create and maintain all personnel records including sickness and absence records, player records and extra and deputy player lists.

Auditions and Trials:

* Assist the Orchestra Manager and Assistant Orchestra Manager in arranging all orchestral auditions and trials.
* Assist the Assistant Orchestra Manager in the fixing of all trialists.

Budgets and Administration:

* Assist the Assistant Orchestra Manager in booking venues for all external rehearsals.
* Manage the day to day running of the orchestra office, including efficient filing and record keeping.
* Keep accurate telephone messages and advise the Orchestra Manager and Assistant Orchestra Manager of all issues requiring their attention.

4: KEY ACCOUNTABILITIES - CHORUS

Management:

* Maintain strong presence at ENO Chorus music calls, production and stage rehearsals and performance.
* Monitor and track attendance at Chorus calls including NAs, sickness absence, late arrivals etc in line with the Company’s policies and procedures.
* Assist in the organisation and management of all auditions relating to Chorus recruitment in line with ENO/Equity agreements.
* Assist the Chorus Manager in allocation of parts, chorus parts and cover roles to Choristers as appropriate.

Scheduling:

* Assist the Chorus Manager to ensure that the long-term Chorus schedule is effectively planned.
* Plan and issue the short-term Chorus schedule and weekly call sheet in collaboration with the Chorus Manager and Company Office.
* Assist the Chorus Manager and Chorus Master with the production and distribution of Chorus allocations as required.
* Assist the Wardrobe Dept in the scheduling of costume fittings and notify them (and other relevant departments) of any changes to the Chorus schedule.

Communication:

* Keep the Chorus Manager and Chorus Master informed of any issues relating to Chorus.
* Develop a good working relationship with all production teams and conductors throughout the production period in order to ensure their needs are met regarding ENO Chorus, as far as reasonably possible, and/or manage their expectations.
* Ensure directors, conductors and their assistants, as well as Company Office are aware of any absent Choristers and ensure that all essential parts and business and rehearsals and/or performances are covered.
* Liaise with colleagues in Orchestra Management over Chorus requirements at Sitzprobes etc.
* Maintain good working relationships with Equity officials and deputies.

Budgeting and Finance:

* Assist in the administration and management of Chorus budgets including Chorus overtime, ensuring that the available budgets are deployed effectively across the department, in collaboration with the Chorus Manager.
* Assist in the maintaining of accurate records of each Chorister’s work and enter into the payroll database and ensure the payroll record for each Chorister is sent to the payroll department in good time for correct payments to be made.
* Oversee the implementation of new personnel and payroll system using OPAS software (already in use by the Orchestra dept).

5: GENERAL (ORCHESTRA AND CHORUS)

Health and Safety:

* Reporting to the Assistant Orchestra Manager, Orchestra Manager and Chorus Manager respectively, manage all issues regarding health and safety for the Orchestra and Chorus.
* Manage the noise awareness programme in collaboration with the Orchestra Logistics Manager and Chorus Manager as required.
* Schedule and carry out area inspections and individual risk assessments as necessary.
* Investigate individual accidents at work involving members of the Chorus and Orchestra, ensuring accident report forms are completed and sent to the H&S dept.

General:

* Assist in the relationship of the Orchestra and Chorus with the work of ENO Baylis.
* Establish effective working relationships with conductors, liaising with them as necessary and providing advice and assistance with regard to their orchestral and choral requirements.
* Manage keyboard requirements for use in the Orchestra, including hiring and moving instruments and general maintenance, consulting the Orchestra Manager and Head of Music as appropriate.
* Deputise for the Assistant Orchestra Manager, Chorus Manager and Orchestra Manager as necessary, to include regular evenings and weekends.
* Any other duties relevant to the post.

6. PERSON SPECIFICATION

Essential:

* Proven interest in working in the Arts
* A keen interest in working with orchestral musicians and singers
* Excellent interpersonal skills with people at all levels – diplomacy, discretion and confidence in speaking to a large group of people
* Ability to work well under pressure
* Excellent organisational and administrative skills and attention to detail
* Outstanding written and verbal communication skills
* Ability to use initiative and provide quick solutions to difficult situations
* Knowledge of Operatic repertoire and ability to read music
* Full competence in Microsoft Office
* Flexibility to work in different venues across London including during evenings and weekends.
* A calm, professional manner with a good sense of humour

Desirable:

* Knowledge of MU and Equity contracts and working practices
* Experience of fixing freelance musicians
* Experience of working with a professional orchestra and/or full time chorus.
* Knowledge of OPAS (Orchestra Planning and Administration System)
* Knowledge of Health and Safety issues facing orchestral musicians and choruses.

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.

Deadline for receipt of applications: Monday 16 October 2017 by 5pm.

1st round interviews: Tuesday 24 and Wednesday 25 October 2017.

2nd round interviews: Friday 3 November 2017

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| Personnel Department  English National Opera  London Coliseum,  St Martin’s Lane, London WC2N 4ES  Telephone +44 (0)207 836 0111  APPLICATION FOR EMPLOYMENT | ENO logo from Sept 2015.jpg |

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 | | | |
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| Period of notice to be given: | |  | | | Current salary: |  |  |

2) PREVIOUS EMPLOYMENT

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

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| --- | --- | --- | --- |
| Employer’s name, address & nature of business: | Job title held | Dates Employed | Brief description of main duties  and reason for leaving |
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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)? YES / NO

\*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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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: |  |