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| ENO logo from Sept 2015.jpg | **English National Opera**  **Assistant Orchestra Manager** |

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.

ENGLISH NATIONAL OPERA

JOB DESCRIPTION

ASSISTANT ORCHESTRA MANAGER

Reporting to the Director, Orchestra and Music Department (DOMD), the Assistant Orchestra Manager is responsible for assisting with the effective management and operation of the Orchestra of ENO, deputising for the DOMD on a regular basis.

Key Accountabilities:

1 Schedules

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

2 Staff

* Administer all payments and payment records to the orchestra and to extra and deputy players.
* In collaboration with the DOMD, manage the booking of all 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.
* Ensure that the OLM has engaged freelance porters as required.
* In collaboration with the Chorus Manager, line manage the Orchestra and Chorus Assistant.

3 Auditions and trials

* In collaboration with the DOMD and/or Music Director (MD) arrange all orchestral auditions and trials.
* In collaboration with the DOMD and/or MD schedule successful candidates for trial periods within the orchestra.
* Advise the DOMD and/ or MD of all issues regarding trials and auditions.

4 Health and Safety

* Reporting to the DOMD, manage all issues regarding health and safety for the Orchestra.
* Manage the noise awareness programme, in collaboration with OLM and DOMD as required.

5 Budgets and Administration

* Manage the Booking of venues for all external rehearsals.
* Reporting to the DOMD, administer and monitor the Orchestra budget.
* Provide projected costs for the orchestra as required.
* Create budgets for external projects as required.
* Manage the day to day running of the orchestra office, including efficient filing and record-keeping.
* Keep accurate telephone messages and advise the DOMD of all issues requiring his attention.

6 General

* Assist the DOMD in the relationship of the orchestra with the work of ENO Baylis.
* Manage rehearsals and performances, to include regular evenings and weekends.
* In collaboration with the DOMD, establish effective working relationships with conductors, liaising with them as necessary, and providing advice and assistance with regard to their orchestral requirements.
* Ensure that all rehearsals and performances are run efficiently.
* Liaise with the Music Co-Ordinator to ensure all keyboard requirements are met for use in the orchestra, including hiring and moving instruments and general maintenance, consulting the DOMD and the Head of Music as appropriate.
* Deputise for the DOMD as necessary, ensuring that the Director, Orchestra and Music Department is kept informed of all new information pertaining to the department.
* Manage all aspects of the ENO RCM Evolve scheme.

7 Carry out any other related tasks as may be required from time to time.

Person Specification

Essential attributes

1. Experience of working with orchestral musicians.
2. Excellent interpersonal and communication skills.
3. Ability to work well under pressure.
4. Excellent computer skills to include a working knowledge of Word, Excel and OPAS.
5. Ability to provide quick solutions to difficult situations.
6. General knowledge of the operatic repertoire.
7. Demonstrable organisational skills.
8. A calm, professional manner with a good sense of humour.

Desirable attributes

9. Knowledge of MU contracts and working practices.

10. Knowledge of Health & Safety issues facing orchestral musicians.

11. Suitable experience 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 in disciplinary action 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 1998 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

You 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 on grounds of sex, race, disability, religious/philosophical belief, colour, ethnic origin, nationality, gender, marital status, sexual orientation, age, or medical conditions including people living with HIV or AIDS, consistent with current equal opportunities legislation.

Terms and Conditions of the Post

Salary Range: up to £30,000 per annum

Hours of working: Normally 10am – 6pm Mon-Fri with evening and weekend work as required

Based at: London Coliseum, St Martin’s Lane, London, WC2N 4ES plus travel to Lilian Baylis House, 165 Broadhurst Gardens, West Hampstead, NW6 3AX.

To apply:

To apply, please complete the application form and send to [personnel@eno.org](mailto:personnel@eno.org).

Deadline for receipt of applications: Thursday 19 April 2018 at 10.00am.

Interviews will be held shortly after.

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| HR Department  English National Opera  Lilian Baylis House  165 Broadhurst Gardens, London NW6 3AX  Telephone +44 (0)207 7845 9327  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 | | | |
|  |  | |  |  | | | |
| 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: |  |