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| ENO logo from Sept 2015.jpg | **Assistant Producer, ENO Baylis Job description (part time, 3 days/week)** |

**About ENO**  
English National Opera is one of the world’s most innovative and accessible opera companies with an international reputation for distinctive, contemporary and highly theatrical productions.

**About ENO Baylis**

ENO Baylis is the company’s learning programme, part of the Artistic Department and integral to the company’s vision. The programme offers creative points of engagement with opera and supports those who might not otherwise access the arts in central London or typically consider opera to be for them. We create opportunities for people to come in to our theatre, the London Coliseum, to experience ENO productions and meet people working behind the scenes. We work in collaboration with a wide range of other organisations – schools, youth groups, community groups, further and higher education colleges, as well as other arts organisations – to deliver performances, workshops and develop new work inspired by operas on our stage.  
  
We focus in particular on the secondary age group through our Schools and Youth programmes, nourishing creativity in young people aged 11-18 and nurturing skills across critical and creative writing, music, theatre and design. We bring young people into contact with professionals working across the company, opening up the world backstage to broaden cultural horizons and raise aspirations.

Our Community programme uses singing and song writing to support isolated and vulnerable adults, as well as targeting communities that might not otherwise access the arts in central London, offering lifelong learning and encouraging social inclusion.

For more information on our programmes: eno.org/learn

**About the role of ENO Baylis Assistant Producer**  
Reporting to the ENO Baylis Producer, the Assistant Producer will support the planning and delivery of a range of activities across all aspects of the Baylis programme, with some individual project management responsibility.

The post-holder will work closely with all members of the ENO Baylis team and other members of the Artistic department, as well as staff in other departments of the Company including Technical, Music, Marketing, Communications and Development to ensure the work of ENO Baylis supports agreed objectives and is an integral part of the company’s mission and vision.

Key Responsibilities

* identify, maintain and nurture relationships with a wide range of individuals and external organisations including artists, schools, community groups, youth groups, and members of the general public, to help engage and recruit project participants and ensure all contacts are maintained in accordance with GDPR and safeguarding regulations
* identify and contract relevant artists for specific projects, under the supervision of the ENO Baylis Producer, and work closely with artists to support session planning, sourcing scores, agreeing repertoire and ensuring all activity is designed to meet specific learning objectives
* collaborate with other ENO departments, including Technical, Production, Company Office, Music and Front of House, to ensure effective support for ENO Baylis projects and their safe delivery, including undertaking health and safety risk assessments where required
* ensure the smooth delivery of workshops and projects across the Baylis programme, attending activity as required
* direct project management responsibility for certain aspects of the programme - to be discussed with the post holder – including talks and discussions
* manage project budgets under the supervision of the ENO Baylis Producer, ensuring strict financial control and effectively monitoring income and expenditure
* ensure effective monitoring, evaluation and documentation of activity, under the supervision of the ENO Baylis Producer
* amplify the work of ENO Baylis by creating digital content for the ENO website and social media, in collaboration with ENO Marketing and Communications departments
* collaborate in the general administration of the department in all aspects of its work, and in the efficient running of the office

Qualities and experience  
Essential

* team player
* versatile communicator, able to write and speak with professionalism and ease to a wide variety of people from diverse cultural and socio-economic backgrounds
* commitment to excellence and exceptional attention to detail
* pro-active approach to work, able to think critically and creatively, reflect and adapt
* passion for the arts and for working in community, outreach and learning contexts
* demonstrable care for the wellbeing and experience of everyone involved in Baylis programmes (artists, ENO staff, colleagues at partner organisations, programme participants, guests)
* IT skills (Microsoft outlook, word, excel; experience or willingness to train in website editing, social media and email systems)

Desirable

* able to read music
* proven experience of working on high quality arts projects in community and learning/outreach contexts
* knowledge of opera/theatre/music/design/visual arts
* experience in creating content for social media and web platforms to raise awareness of Baylis activities
* understanding of safeguarding in relation to young people and vulnerable adults, and data protection

The position is based in the Baylis office in the ENO Rehearsal Studios, Lilian Baylis House, 165 Broadhurst Gardens, London NW6 3AX although it will involve regular attendance at meetings and events at the London Coliseum, St Martin’s Lane, London WC2N 4ES as well as travelling across London and occasionally further afield to other venues for project delivery.

Due to the nature of the work, it will involve some outside office hours and as this position will involve contact with children and vulnerable adults, will require an enhanced DBS (which can be applied for if successful).

For further information and to apply, please send your CV and Cover Letter to [People@eno.org](mailto:People@eno.org)

**Closing date:** Monday 21 January- 12pm

**First round interviews**: Friday 25 January – if you have any problems being available on this date, please note this in your application.

English National Opera is an equal opportunities employer.