English National Opera
Assistant Orchestra Manager
Candidate Pack
An introduction from our Chief Executive

I’m Stuart Murphy and welcome to English National Opera.

At ENO there are a few values we live by – we strive to be world class in everything we do – in what we perform on stage, how we treat our customers and how we treat one another inside the company.

The thing that connects us all is that we are here to make world-class opera for anyone.

We sing in English, and our home is the London Coliseum – the largest theatre in the West End of London, designed as a people’s palace of entertainment. We take our commitment to offer accessible pricing seriously, with tickets starting at just £12.

We have an extensive learning and participation programme at the heart of our company, called ENO Baylis and we offer training, coaching, mentoring and professional development not only to our performers and to the next generation of musical talent, but to all of our staff.

We are fair, honest, transparent and put a premium on excellence – so if you love creating, imagining, supporting brilliant musical and theatrical endeavour, there are few places in the world that offer the scope of what we offer here.

On behalf of all of us, I hope that once you have read this candidate information pack, you will considering applying for this position. We look forward to receiving your application.

Very best wishes,

Stuart Murphy, Chief Executive
English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.

We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.

We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

English National Opera is founded on the belief that opera of the highest quality should be accessible to anyone.
Assistant Orchestra Manager

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

This appointment will be made on merit, but we believe that diversity strengthens and enriches us, and that it is the responsibility of everyone at ENO to make the arts and cultural sector a more diverse and equal place. As Black, Asian and minority ethnic (BAME) and disabled people are currently under-represented at ENO, we particularly encourage and welcome applications from BAME and disabled applicants.

Salary
£25,000–£30,000 per annum

Holiday Entitlement
20 days

Location
London Coliseum, Lilian Baylis House and external venues

Application Deadline
25th April 2019

Application
Application form and Equal Opportunities form

Send Application to
People Team at people@eno.org

Interviews to be held
29th April and 30th April 2019
Assistant Orchestra Manager

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

Key Accountabilities:

1. Schedules
   - Liaise with the OM 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 OM, 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 OM, 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.

3. Auditions and trials
   - In collaboration with the OM and/or Music Director (MD) arrange all orchestral auditions and trials.
   - In collaboration with the OM and/or MD schedule successful candidates for trial periods within the orchestra.
   - Advise the OM and/or MD of all issues regarding trials and auditions.
Assistant Orchestra Manager: Continued

4. Health and Safety
- Reporting to the OM, manage all issues regarding health and safety for the Orchestra.
- Manage the noise awareness programme, in collaboration with OLM and OM as required.

5. Budgets and Administration
- Manage the booking of venues for all external rehearsals.
- Reporting to the OM, 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 Music Department 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 OM 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 OM, 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 OM as necessary, ensuring that the Orchestra Manager 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 required from time to time. As this position grows, wider departmental responsibilities may be required.
Assistant Orchestra Manager: Key Attributes

**Essential attributes**
- Experience of working with orchestral musicians.
- Excellent interpersonal and communication skills.
- Ability to work well under pressure.
- Excellent computer skills to include a working knowledge of Word, Excel and OPAS.
- Ability to provide quick solutions to difficult situations.
- General knowledge of the operatic repertoire.
- Demonstrable organisational skills.
- A calm, professional manner with a good sense of humour.

**Desirable attributes**
- Knowledge of MU contracts and working practices.
- Knowledge of Health & Safety issues facing orchestral musicians.
- Suitable experience working in an arts organisation.
Why work at ENO?

When you join us at ENO, we’ll provide you with an in-depth induction that will introduce you to your role, your department and give you the opportunity to explore all areas of the company.

“My most enjoyable thing about working at ENO is working with a supportive, fun and energetic team”

“The variety of what we do is amazing, from drinks receptions and garden parties, to opportunities to see performances from Stage Prompt or the Flys - every day is different and exciting!”

“The most enjoyable thing about working in the Development team at ENO is being able to collaborate with everyone in the organisation - Marketing & Comms and Baylis, as well as the teams at the Coliseum so there is a great sense of community within the company”

From our first annual staff survey in May 2018, we found that:

77% of people at ENO feel pride in the work they do and the results achieved

64% of people plan to be working at ENO in three years from now

75% of people in the company feel they are trusted to do their job well

Whole Company Staff Benefits

At ENO, we believe our staff are our strongest asset, and we offer support beyond your salary. We will also invest not only in your professional development, but also in your wellbeing.

Our current staff benefits include:

Professional Development

• Annual Professional Development Review to support your personal and career ambitions and achievements

eno and London Coliseum Performances

• Access to complimentary tickets for ENO and selected London Coliseum performances
• Access to a staff rate for ENO performances
• Complimentary tickets to talks, recitals and behind-the-scenes events

Staff Well-Being Activities

• Generous annual leave entitlement
• Access to subsidised activities such as massage and yoga
• Access to an employee assistance programme

Financial Support

• Employer pension contribution of 2%, with employee contribution of 2.4%
• Digital payslips accessible through mobile apps
• Staff canteen at the London Coliseum
• Employee discount programme through Perks at Work
• Interest-free travel season ticket loans
• Cycle-to-work scheme
• Childcare voucher programme
• Eye care vouchers

Benefits
Confidentiality
Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons 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.

Data Protection
Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder’s work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety
Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities
Equal Opportunities is a given. We will expect the postholder to abide by ENO’s policies on Equal Opportunities and Dignity at Work.

Code of Conduct
Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO’s Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.
English National Opera is a charitable company limited by guarantee incorporated in England and Wales (Company number 00426792), Charity Registered Number 257210.