Your journey starts here...
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 consider applying for this position. We look forward to receiving your application.

Very best wishes,

Stuart Murphy, Chief Executive
“Inspiration is an awakening”

Giacomo Puccini
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.
About ENO Baylis

Baylis is ENO’s learning programme, part of the company’s Artistic Department and integral to the company’s vision and mission. We offer creative points of engagement with opera and support those who might not otherwise access the arts or typically consider opera to be for them. We develop opportunities for people to come in to our theatre, the London Coliseum, to experience ENO productions and meet people working behind the scenes, and use the operas on our stage as the springboard for developing new work with people of all ages.

We focus particularly on 11-18 year olds through our Schools and Youth programmes, nourishing creativity and nurturing skills across critical and creative writing, music, singing, 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. 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 our programme.

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

Current ENO Baylis activity with young people includes

Schools Programme

- Opera Squad: our residency programme supporting targeted schools across the academic year in response to their identified needs – enriching the arts curriculum, encouraging cross discipline work
- Young Critics: supporting critical writing at KS4 and 5, helping young people to articulate their experience and opinions of operas on our stage
- Singing: workshops in schools across London to support healthy vocal technique and musicianship, connecting young people from diverse backgrounds with professional singers and musicians working in the industry
- Inside Opera: insight evenings for teachers, giving them the chance to explore ENO’s work, attend productions and share practice with peers
Youth Programme
Supporting creative expression in young people aged 13-18 who are interested in music, drama, writing, and design/making and want to develop their skills outside of school.

- Creative Projects: taking place in school holidays, these bring young people from across London together to work with one another and with a professional creative team - composer, director, writer, designer - over an intensive few days to explore an opera in our season and create an original piece of music theatre in response
- ENO Youth Company: a year-long programme for a selected group of young people aged 14-18, who have a strong interest in the expressive arts and an appetite to be stretched creatively. The company meet together for a series of intensive 2-day workshops across the year to work with a range of professional artists and create their own work
- Singing workshops supporting young people who want to develop their vocal and performance skills outside school
- Unplugged: after school industry insights during term time, offering young people a chance to meet professionals working across the company, attend rehearsals and glimpse behind the scenes to develop their understanding of the industry, training pathways and careers
- Collaborative projects with other arts organisations
- Work experience at ENO: we give priority to young people who have taken part in the ENO Baylis Youth Programme to access work experience placements at the Coliseum

Higher Education

- Tickets, rehearsals and backstage visits: we collaborate with tutors to invite groups of students studying a range of subjects to come into rehearsals, our making departments and backstage, opening up our working practice, the ideas behind our productions and reveal career opportunities
- Discussions: we invite students and young artists to our series of Salon Discussions with industry experts, ENO staff and artists working on ENO productions to open up creative practice
- Course Modules: we work in collaboration with Universities and HE colleges to support specific course modules, delivering talks and masterclasses in HE colleges and using our working practice and our opera productions as stimulus for students’ own work and research
- University College London (UCL): Our partnership with UCL enables knowledge exchange between academics and industry, and provides opportunities for cross-disciplinary learning and practice-based research, with an emphasis on real world problem solving
Project Manager, ENO Baylis
Full Time (Fixed term – 1 year with possibility of extension)

Job Description

Reporting to the ENO Baylis Producer, the post-holder will be responsible for overseeing the successful delivery of a range of artistic initiatives across all aspects of the Baylis programme but with a particular focus on our work with secondary age and further/higher education students. The post-holder will be closely involved in the day to day running of the Department’s programme of work and its busy office, working closely with all members of the ENO Baylis team and staff in other departments of the Company, as well as developing and managing key contacts outside the company including freelance artists, learning providers, partner organisations and community groups.

The position is based at ENO’s Rehearsal Studios, Lilian Baylis House, 165 Broadhurst Gardens, London NW6 3AX, although it will involve attendance at meetings and projects at the London Coliseum, across Greater London and further afield. Due to the nature of the work, some projects will require evening and weekend work – time off in lieu will be negotiated for extra hours.

NB as this position will involve contact with children and vulnerable adults, it is subject to police checking. Please let us know if you have a current DBS certificate and send us a copy along with your application.

Terms and Conditions of the Post

Salary: up to 26.5K per annum depending on experience

Based at: Lilian Baylis House and other locations as required

To apply, please send your CV and Cover Letter to workwithus@eno.org by Monday 8 July 10am.

First interviews Wednesday 10 July; 2nd interviews Friday 12 July

We are ideally looking for someone to join the team by late August/early September
Key Responsibilities

The post-holder will support the planning and delivery of a range of projects, with individual project management responsibility for certain strands of our programme.

- Identify and nurture relationships with a wide range of individuals and external organisations including artists, schools, further/higher education colleges, youth and community groups, as well as members of the general public, and ensure all contacts are maintained in accordance with GDPR and safeguarding regulations
- In consultation with the ENO Baylis Producers, negotiate fees and contracts with artists, working closely with artists to support session planning, 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 and ensuring good safeguarding practice at all times, employing chaperones and making BOPA applications as required
- Direct project management responsibility for certain aspects of the programme - to be discussed with the post holder and based on skills/experience - including further/higher education programme and specific strands of our schools and youth programmes
- Manage relevant project budgets in collaboration with the ENO Baylis Producers, ensuring strict financial control and effectively monitoring income and expenditure
- Ensure effective monitoring, documentation and evaluation of activity, in collaboration with the ENO Baylis Producers
- 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
- Where appropriate, representing ENO Baylis in respect of ENO Baylis programmes and initiatives
- Contribute to the strategic and artistic development of the department
Person Specification

Essential
- Passion for music, theatre and the arts, and a commitment to enhancing its accessibility to a wide range of groups
- Knowledge and experience of working in arts environment and existing contacts in the sector
- Proven experience of producing high quality arts education or participatory arts projects
- Demonstrably excellent project management, administrative and organisational skills
- Experience of developing and managing budgets
- Excellent written and verbal communication skills with proven experience of communicating effectively with young people and adults from a diverse range of backgrounds
- Excellent attention to detail
- Understanding of and commitment to equal opportunities and diversity
- Understanding of safeguarding in relation to children and vulnerable adults
- Ability to present ideas and projects in formal and informal situations
- Experience of liaising with a wide variety of artists, groups and partner organisations
- Team player
- Ability to deal with a diverse work load, work under pressure and manage multiple priorities, both short- and long-term...with a sense of humour and commitment to go the extra mile
- Availability to work during evenings and at weekends and to travel within and outside London as required
- Computer literate with good knowledge of Microsoft Word, Excel and Outlook and data protection

Desirable
- Ability to read music
- Passion for and understanding of operatic repertoire and rehearsal processes
- Knowledge of opera/theatre/music/design/visual arts
- Good understanding of current issues within arts education
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.

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

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

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

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Benefits
“Imagination creates reality”

Richard Wagner
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.
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