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 and in the pit, in 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 take seriously our commitment to offer accessible pricing, with free tickets on Fridays, Saturdays and Opening nights if you are under 18, and lots of tickets at £10 for the rest of us.

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.

Our home is the stunning London Coliseum – the largest theatre in the West End of London, designed as a people’s palace of entertainment. But we are increasingly staging work outside the theatre walls.

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.

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
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.

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

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

We believe a national opera company has a duty to stage work that people outside the capital can enjoy. We partly do this by producing a range of digital content from our productions that can be accessed from across the globe; and we are now stepping up our ambition to perform work outside Central London with announcements planned in the future.

Staging Distinctive world class work

ENO has always staged opera that is different. We are known as a place that embraces and encourages artistic daring and creative risk. We do this in tandem with employing British-based, British-trained talent (80% of performers last season). We develop British singers to learn opera in English, who work closely with our chorus and orchestra.

We work closely with other opera houses around the world, co-producing work. Our biggest Box Office success ever, last season’s Porgy and Bess, was co-produced with the New York Met.

ENO’s Annual Revenue

We have a mixed business model with £12.3m a year invested by Arts Council England (we are an ‘NPO’ – a National Portfolio Organisation). Almost 60% of our revenue comes from fundraising, our endowment fund, ticket sales, merchandising and renting out the Coliseum to ballet and musicals.

The ACE investment goes to support a range of initiatives that we wouldn’t be able to support without government money such as:

• Reduced priced tickets for those with disabilities, for schools and other audience development schemes aimed at increasing and retaining the opera audience in the UK
• Annual upkeep and insurance of the London Coliseum
• Maintain a chorus of 44 singers for nine months a year and have an orchestra all year round
• Free tickets to under 18’s and community groups
• Stage opera that isn’t commercially viable but important for the industry and genre
• New talent development training and learning and participation programmes
• Employ full time in house craft departments such as sets, props, costume, wardrobe, hair and make up

ENO’s philosophy, to be the national opera for everyone, means we encourage people to be forward thinking and inventive throughout this exceptional organisation.
ASSISTANT CHORUS MASTER – Fixed Term Contract

English National Opera is founded on the belief that opera of the highest quality should be accessible to everyone and was set up to be for everyone.

It is for this reason that we stage opera of the highest quality always sung in English. It is why we have ticket prices which are affordable, or free, if you’re under 18. It is why we work with local communities to bring opera to people who might otherwise not experience it.

We are currently looking to recruit an Assistant Chorus Master, on a fixed term contract basis, to work from December 2019 until April 2020, with a possible extension for the 2020/21 season. The Assistant Chorus Master is responsible for assisting the Chorus Master in preparing the Chorus musically and supervising them through rehearsal periods to ensure the highest standards of artistic excellence.

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.

If it sounds like you, please complete all sections of the application form and send to the People team at workwithus@eno.org.

Reporting to:
Chorus Master

Contract
Fixed term: 2 December 2019 until 2 May 2020 with the potential of a future fixed term contract for the 20/21 season

Salary
£28,763.44 pro rata

Location
Lilian Baylis House, London Coliseum and other locations as required

To Apply
Please send your CV with a covering letter explaining your suitability for the post to: David Dyer, Music Department, London Coliseum, St Martin’s Lane, London WC2N 4ES or email to music@eno.org

Application Deadline
Friday 20th September 2019; 17.00
ASSISTANT CHORUS MASTER

SUMMARY

As a vital member of the Music Department, the Assistant Chorus Master will report to the Chorus Master and will be responsible for preparing the Chorus musically and supervising them through the rehearsal period to ensure the highest standards of artistic excellence.

The Assistant Chorus Master will also be responsible for the musical preparation of any children involved in the operas. ENO is committed to safeguarding and promoting the welfare of children. As this position may involve contact with children, and may also involve contact with vulnerable adults, it may require a DBS check.

KEY RESPONSIBILITIES

1: Musical Preparation of Chorus
   - Undertake the musical preparation of the Chorus and Extra Chorus for operas as allocated by the Chorus Master.
   - Attend ENO rehearsals and performances as required, including monitoring performances to maintain standards
   - Undertake off-stage conducting and cueing as required
   - Conduct rehearsals involving the Chorus as necessary
   - Attend auditions for Chorus and Extra Chorus
   - Lead warm-up sessions with chorus before performances

2: Musical Preparation of Children
   - Lead rehearsals of the children’s chorus to ensure music is properly learnt
   - Attend production rehearsals involving children and assist with any blocking issues
   - Ensure children are warmed-up before all performances

3: Staffing
   - Assist the Chorus Master in managing any issues relating to the Chorus
   - Assist the Head Children’s Chaperone in maintaining discipline of children.
   - Provide necessary administrative support to the Chorus Master and Chorus Manager

4: General
   - Take part in events arranged by other ENO departments, including Baylis (ENO’s Learning and Participation programme) and Development
   - Undertake any other duties as required by the Music Director and/or the Head of Music
ASSISTANT CHORUS MASTER

PERSON SPECIFICATION AND EXPERIENCE

Essential attributes
• Experience of working within a professional opera company
• Wide knowledge of operatic repertoire
• Highly trained musician with good conducting skills
• Creative interest in and commitment to fostering high singing standards
• Excellent inter-personal skills, including the ability to lead others successfully
• Outstanding written and verbal communication skills
• Computer literacy (Microsoft Office)
• Flexibility to work in different venues throughout London wherever the ENO Chorus is working, including evenings and weekends as required

Desirable attributes
• Experience of managing, and developing, a professional chorus
• Good piano and keyboard skills
• Knowledge of Equity contracts and working practices
• Knowledge of Health and Safety issues affecting Chorus
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 second annual staff survey in May 2019, we found that:

- 89% of people at ENO feel pride in the work they do and the results achieved
- 75% of people plan to be working at ENO in three years from now
- 84% 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

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 3%, with employee contribution of 5%
- Digital payslips accessible through mobile apps
- Staff canteen at the London Coliseum
- Star of The Month Scheme
- Employee discount programme through Perks at Work
- Interest-free travel season ticket loans
- Cycle-to-work scheme
- 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
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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