

Inspire Assistant



Job description and person specification

Summary

Founded in 1996, Opera Holland Park (OHP), is an opera company with a unique voice. Based in Kensington, we present a summer opera festival of fully staged productions in one of the most beautiful parts in the Capital. All year round, we present performances, discussions and cultural events in partnership with local venues, unlocking the world of opera. Through accessible pricing, education and outreach programmes and family events, we bring critically acclaimed work to the widest possible audience.

We believe that everyone should have access to the finest live musical and theatrical experiences, regardless of age, income or education. As an independent charity, our mission is to break down the traditional barriers to experiencing opera, and to present this four hundred year-old art form as an open, living and breathing entity to everyone in our local community and beyond. We pride ourselves on a uniquely welcoming atmosphere, on adventurous artistic planning, on a tradition of presenting unusual works, and on our history of nurturing and developing the talents of singers, directors, conductors, designers and technicians.

Our key aims:

- To deliver a dynamic summer season of operas and year-round cultural events
- To build on our reputation as London's most welcoming opera company
- To stimulate and support a love for opera through our *Inspire* education and outreach programme
- To identify and develop emerging talent
- To maintain accessible pricing for all members of the community through development, fundraising, and individual and commercial sponsorship

Inspire Overview

2018 International Opera Award Winner: Best Education and Outreach

10,000 people engaged

100 sessions

10 unique projects

100% free for participants

11 London boroughs

39 Organisations

Inspire Assistant JD Oct 19

Dating back to 2005, *Inspire* is Opera Holland Park's award-winning Education and Outreach Programme, working with the community to embrace, engage and enrich the lives of all. Through extensive and specialist projects with schools, refugees, socially isolated people and people with learning disabilities, amongst many others, *Inspire* enables diverse groups to discover and participate in opera.

We take opera out into the community whilst also improving access to our theatre with ticket schemes and accessible performances. *Inspire*'s dementia programmes support people living with dementia, using music to ease symptoms and enable a better quality of life.

We are fortunate to work with people from all backgrounds, welcoming over 10,000 people into the Opera Holland Park family as equals each year. With our focus on person over project, *Inspire* won the International Opera Award for Outreach and Education, placing the programme at the forefront of the industry.

Opera Holland Park's *Inspire* project receives no Arts Council funding.

Inspire is a central part of the artistic output of Opera Holland Park. The Assistant will work primarily with the Inspire Coordinator, but also closely with all members of the production team, which currently comprises two Associate Producers and one Assistant Producer. During the summer season this extends to stage staff, front of house, and other seasonal staff.

Current *Inspire* projects and activity include, but are not limited to:

- Out of the Park Opera
- Refuge in Harmony
- OperaUNITY
- Schools' Matinee
- Survivors' Choir
- Playlist for Life and Playlist Live
- Opera for Thought, with Resonate Arts
- Ambassadors - Adult Learning Disabilities project
- Work with RNIB and Audio-described performances
- Relaxed performances
- Christmas Extravaganza
- *Inspire* Tickets and schemes through organisations such as Mousetrap Theatre Projects
- Open Day

Opera Holland Park – Inspire Assistant

Job Title: Inspire Assistant

Reports to: Director of Opera

Salary: £18,000 per annum

Hours: Normal office hours are 10.30am to 6pm, Monday to Friday. In practice, the demands of this job will sometimes require working outside these hours, including attendance at workshop sessions, or other *Inspire*-related activity.

Normal place of work: Office-based work is at the Opera Holland Park offices near Earl's Court, however you will be required to travel to locations across London for *Inspire* sessions, meetings and other events as necessary.

Start date: As soon as possible

Annual leave: 22 days per annum plus statutory holidays

Notice period: 2 months

DBS: This post is subject to an enhanced DBS check

Overview

This role of Inspire Assistant offers an exciting opportunity to learn about and be involved in the administration and delivery of *Inspire* projects, schemes and events by assisting and supporting the Inspire Coordinator with the day-to-day running of *Inspire*. This is a hands-on position, with capacity for the development of imaginative ideas.

This role is an ideal entry-level position for somebody wishing to gain experience of outreach, education and community work within opera.

Main responsibilities

- Assisting with the administration of all projects, workshops, recitals, ticket schemes and other events that comprise *Inspire*
- Looking after the general *Inspire* email address and answering the phone as required
- Regular liaison with schools, delivery partners, artists and project leaders
- Researching and booking suitable venues and spaces for projects
- Processing purchase orders and invoices, and ensuring budgets are kept up to date
- Maintaining an accurate schedule of projects and records of information
- Supporting project leaders and artistic personnel as required, including attending sessions as required
- Compiling resources for sessions as required
- Working closely with project participants and audiences
- Proof-reading and updating marketing copy and material for projects, including regularly updating the website
- Providing information for marketing and development colleagues
- Assisting with evaluating projects and compiling reports, including an annual report

Person Specification:

Essential

- An interest in arts outreach, education or community engagement work
- Enthusiasm and passion for opera, music and theatre
- Strong communication skills in writing, over the phone and face to face
- A sense of initiative and ability to problem solve, sometimes under pressure
- Flexibility and good organisational skills as the workload does increase over the summer season
- Ability to multi-task, prioritise a varied workload and meet tight deadlines
- Good IT skills using full functionality of Microsoft Office
- A calm and friendly manner
- Enhanced DBS clearance or willingness to undertake this

Desirable

- Educated to degree-level (or equivalent), preferably in an arts subject
- Experience of planning and/or delivering arts events, or similar
- Experience of managing projects with schools or school-age children
- Ability to read music
- Self-motivated and able to work both independently and as part of a small team
- Willingness to take part in and contribute to the life of the organisation

To apply for the role: email your CV with a covering letter (1 side of A4 max) supporting your application for the role to: inspire@operahollandpark.com

Closing date: 5pm Friday 15 November