

# Opera Holland Park

## Job Application Pack







# Opera Holland Park Job Application Pack

## **We are Opera Holland Park**

We are an urban company in a leafy, airy setting. Every summer we build a theatre and perform to audiences from the Royal Borough of Kensington and Chelsea and beyond.

We identify and nurture emerging talent through our Young Artists scheme, and welcome singers, conductors, directors and designers back as their careers take flight.

We are an independent charity. Throughout the year, we serve the community in care homes, hospices, shelters and schools. We build the audiences of the future and take music to those for whom a traditional theatre setting is inaccessible.

We work in a four hundred year old multimedia live art form and tell stories through the expressivity and emotional honesty of the unamplified human voice. Our work covers a multitude of genres, time-periods and places. We take our audiences with us, introducing them to rarities and celebrating well-loved classics together.

Cover image: Alison Langer (Oscar) and members of the Opera Holland Park Chorus in Verdi's *Un ballo in maschera* © Ali Wright, 2019



## **Our Mission and Values**

Our mission is to share the cultural, wellbeing and social benefits of opera with our local community in Kensington & Chelsea and beyond. We do this by:

- Staging affordable and accessible, high-quality opera productions at our open air theatre in the centre of Holland Park
- Working with our family of freelance performers and creatives to bring opera to those for whom traditional theatre productions are inaccessible
- Providing opportunities for emerging talent in the opera industry to develop their skills and gain experience in a supportive environment
- Using our platform as a respected arts organisation to dispel stereotypes and spread the message that opera is for everyone

As a company and a community, we work together to make sure everything we do embodies our values:

- Creativity – Whether we're producing our summer opera festival, building our theatre in the heart of Holland Park, or looking for ways to make opera accessible to new audiences, creativity is central to our work.
- Community – Opera Holland Park is not just a company but a community, made up of all the people who support us, work with us, see our shows and take part in our events and workshops. Through our outreach and education work, we aim to welcome as many people as possible from the local community into the Opera Holland Park family.
- Integrity – We are a company with integrity. Every one of us believes wholeheartedly in the importance of each project we work on. When it comes to our productions, we strive to get to the heart of the stories that make opera such a compelling artform.
- Respect – As a company and a community, our respect for one another defines how we work together in the rehearsal room, offices, backstage and beyond. It also defines our relationship with the historic site where our theatre is based, and our approach to the environment and sustainability.
- Passion - What unites us as a community is our passion for opera, for the cultural, wellbeing and social benefits classical music can offer, and for showing that this profoundly human, 420-year-old artform is for everyone and is still relevant today.



## **Job Description**

Job Title: Fixed-term Production Assistant

Department/Team: Production

Reports to: Associate Producers and Assistant Producer

Contract type: Temporary

Location: Mostly based in OHP Offices or on site at the Theatre

Probation period: One month

Notice period: Two weeks

Hours: 4 days per week. Our core hours are 10.30am to 6pm, Monday to Friday, some flexibility will be necessary during the season. Starting 14 February 2022 for 26 weeks, until 14 August 2022

Salary: £8,050 all in (for 26 weeks)

Holiday: 11.2 days

Additional Benefits: Opportunities to see OHP productions.

We are happy to discuss career paths, mentoring, job opportunities etc as well.

## **Purpose of job**

This role supports the small production team with all artistic admin-related work in the run up to and during our busy summer opera season.

## **Day in the life**

The Production Assistant supports the small production team to ensure the smooth set up and day-to-day running of rehearsals and performances, as well as preparation for the following year. Some days will be in the office; some at the theatre and others out and about depending upon what is required.

## **Areas of responsibility**

- Assisting with the collation and distribution of information ahead of the season, including artist measurements, biographies, headshots, contact details, ticket requests, advance schedules etc.
- Booking accommodation, flights, other transport including taxis, vans, couriers etc.
- Creating purchase orders, processing invoices and ensuring all seasonal staff and artists are paid in a timely manner
- Proof-reading programmes, surtitles and other documents
- Responding to general enquiries, including unsolicited emails



- Photocopying and scanning music, creating and distributing scores and parts as necessary
- Processing expenses and receipts from all backstage departments
- Looking after the keys for the main OHP prop store, giving access, and keeping track of loaned props etc.
- Assisting with setting up backstage, including moving things from the main office and our storage sites
- Assisting with the set-up and running of events before and during the season
- Assisting with Inspire projects and events as necessary
- Collecting and delivering things in person, carrying things to the theatre, running errands to shops, rehearsal rooms etc.
- Digitising production and archive material for storage
- General support of the small team during these busy months with whatever is needed to ensure the smooth-running of rehearsals, performances and other projects

### **Role expectations and accessibility**

We expect this to be a busy and varied role with occasional conflicting priorities, and tight turnaround on some tasks. You will need to be able to juggle a range of tasks from different people and working to a deadline. Some days will involve lifting boxes and moving items of furniture and other days will be more desk-based. As an outdoor theatre in a park, we get every kind of weather that the British summer throws at us from hail to heat and everything in between.

### **Practicalities**

This role can have some flexibilities around times and days in the office and at the theatre. All staff expected to be appropriately dressed when audience members are on site or in attendance at events. It is not all desk-based and there may be times when you are on your feet for a while.



## **Person Specification**

Our ideal candidate would have a bit of office / arts administration experience and be looking to pursue a career in arts administration, with a passion for live music, theatre and opera. You will need strong organisation skills, and be happy to write emails and speak to people in person and over the phone.

This is the ideal role to start your arts admin career with, and we can offer guidance and advice on how to proceed after this contract finishes.

We welcome applicants from all backgrounds, especially those under-represented in our industry at the moment, and those who might be following different routes into the industry.

## **Essential criteria**

- A bit of administrative experience in an office or similar environment
- Confident using Microsoft Outlook, word, publisher, excel, powerpoint etc.
- Strong attention to detail
- Interest in live music, theatre and opera
- Ability to work as part of a team with strong interpersonal skills
- Ability to prioritise tasks and problem solve
- Good time management and organisation skills
- The desire to pursue a career in production, arts administration or similar

## **Desirable criteria**

- Experience of handling cash or reconciling receipts
- Ability to read music
- Experience of working with artists or being involved with performing arts



## How to apply

To apply for this role, please:

1. Download the Application Form [here](#) (also available in large print [here](#))
2. Complete the anonymous Equal Opportunities Monitoring Survey [here](#).
3. Complete the Application Form, and email it as an attachment (either in Word or PDF format) to Imogen van Santvoort at [Imogen.vanSantvoort@operahollandpark.com](mailto:Imogen.vanSantvoort@operahollandpark.com)  
Please make sure you demonstrate how your skills and experience meet the person specification provided, particularly in the 'Personal Statement' section.
4. We also accept applications in a video or audio format. If you would prefer to apply in this way, please email a link to your video or audio file to the address above. As a guideline, you should aim for a recording of around 10 minutes to answer all questions on the Application Form

The deadline for receipt of completed applications is 9 December 2021. Any application received after this date may not be included in the recruitment process.

Interviews will be held during the week commencing 13 December 2021.

We will reply to all applicants with the outcome of their application within two weeks of the deadline. If you would like feedback on your application, please reply to the email informing you of the outcome of your application.



## **Equal Opportunities**

Opera is for everyone. We commit to creating opera for all people, and working with all people to create opera. We believe it is essential to nurture new and diverse talent, onstage and off. The more diverse our workforce, the stronger our community and the better able we are to achieve these aims.

We are particularly keen to receive applications from people who experience racism, disabled people and LGBT people, as these groups are currently under-represented at Opera Holland Park.

## **Access**

We are committed to making our recruitment process as accessible as possible. As part of this, we will:

- Provide detailed access information for all roles to the best of our knowledge at the time of recruitment
- Provide our Recruitment Pack and Application Form in a variety of formats, including large print
- Accept applications in written, video, and audio format
- Provide interview questions to all shortlisted candidates in advance
- Commit to offering interviews to all candidates who self-identify as disabled and meet the essential criteria

## **Contact us**

If you have any questions about this role or our recruitment process, or if you wish to discuss any adjustments to make our recruitment process or workplace accessible to you, please don't hesitate to get in touch with Imogen at [Imogen.vanSantvoort@operahollandpark.com](mailto:Imogen.vanSantvoort@operahollandpark.com) or 07792 281 571. We will be very happy to hear from you.

Thank you for your interest in Opera Holland Park.

Back cover image: Audience members dancing during Carnival Culture in the Park © Ali Wright, 2021



