

A group of people in formal attire are gathered on a stage at night. In the foreground, a man in a blue suit and a woman in a yellow floral dress are looking upwards. To the right, a musician is playing a cello. The background is dark with blue lighting and several balloons (purple, yellow, blue) hanging from the ceiling. The overall atmosphere is festive and elegant.

OPERA NORTH

**Director of Artistic
Administration**

Purpose of role

This newly created senior leadership position is responsible for the strategic leadership and delivery of Opera North's artistic output, from inception to final performance. They will oversee the casting, scheduling and artistic delivery processes and personnel for opera, concerts and special projects, and will lead all the artistic forces of the company to ensure the highest possible quality of artistic output for the company.



Key responsibilities

- Maintain excellent relationships with key artists, conductors and production team members to ensure ON can secure the most exciting artists for its productions.
- Bring each artistic project to fruition with careful curation and connection to creators, including being a regular presence at stage and studio rehearsals to support creative teams and singers to deliver to the highest possible standard.
- Coordinate the casting of all mainstage operas, concerts and special projects and collaborate closely with the Learning & Participation department on the artistic personnel for their projects.
- Liaise carefully with the Technical Director to build a practical and efficient schedule for all artistic company activity.
- Oversee the Head of Orchestra and Concerts, Head of Music, Company Manager, Chorus Manager, Howard Assembly Room Programmer, Projects Producer and possibly other key artistic personnel.
- Provide strategic leadership for the Orchestra, Chorus and Music departments, and with the General Director, lead the annual negotiation of the house agreements for Orchestra and Chorus.
- Hold ultimate responsibility for the budgets for each of these departments.
- Liaise with the General Director and Music Director regarding repertoire and production teams.
- Manage the creation and development of new commissions for mainstage, Howard Assembly Room and concerts.
- Spearhead the company's artistic talent development initiatives and EDI endeavours.
- In collaboration with the General Director and SLT, devise, deliver, and report on the artistic Arts Council England and Leeds City Council KPIs.
- Represent Opera North at performances and development events and attend other performances around the country as required to maintain currency with the industry.
- Liaise with the Board of Trustees and other internal and external stakeholders as necessary regarding ON's artistic output, including fundraising and audience development activities, and represent the company at Opera Europa and National Opera Coordinating Committee meetings.
- Perform related duties as assigned.



Job Requirements

Qualifications:	Degree or Industry experience equivalent.
Experience / essential skills required:	<ul style="list-style-type: none">- Highly regarded and respected opera professional.- Extensive knowledge of the operatic repertoire and the UK / European opera scene.- Excellent MS suite skills and experience of complex budgeting.- Excellent people manager.- Strategic thinking and excellent written and oral communication skills.
Functional/ leadership competencies:	<ul style="list-style-type: none">- Flexible, resilient and able to balance competing priorities.- Collaborative and supportive, able to work with a wide variety of people with fairness and integrity to foster a positive and inclusive working environment.- Understanding and appreciation of artistic temperaments and able to motivate and amplify the work of various creative personnel.
Desirable skills:	<ul style="list-style-type: none">- Experience of dealing with contracts and unions.- Experience of Arts Council England and funder reporting.- Experience of delivering new commissions.

All employees are expected to provide proof of their right to work in the UK before or on their first day of employment.

Terms and Conditions

Contract Type: Permanent

Salary: c.£65,000 - 70,000 per annum

Hours of work: 35 hours per week. Core hours are 10 am - 5 pm, Monday to Friday, but evening and weekend work will be required. Some remote working may be possible.

Holiday entitlement: 33 days inclusive of 8 statutory holidays per year

Pension: Opera North will automatically enrol you into the company pension scheme upon appointment and after 3 months' service will contribute equivalent to 5.5% of your basic pay, should you meet the current legislative criteria. You will be required to make a personal contribution of 2.5% of your basic pay. We reserve the right to make future changes to our pension arrangements.

WE ARE NOT USING AGENCIES TO FILL THIS POSITION - NO AGENCIES PLEASE.

Equity, Diversity and Inclusion

We promote equity, diversity and inclusion in our workplace and make recruitment decisions by matching our needs with the skills and experience of the candidate. As we work to address underrepresentation in our workforce, we are particularly keen to hear from applicants from minority ethnic backgrounds or those with other protected characteristics.

The successful candidate must have the right to work in the UK or be ready to obtain it.

General responsibilities of everyone who works for us:

- Represent the company values and purpose to create extraordinary experiences everyday
- Work collaboratively and co-operatively with all team members and take an active part in team meetings and discussions
- Be an ambassador for Opera North and follow our policies and procedures
- Play your part in ensuring that everyone who comes through our door is welcomed and treated with respect

How to Apply

To apply for this role, please send a CV and covering letter via the Hireful website.

If you need any help completing your application, including any adjustments to the application process, and if you are applying under the Disability Confident Committed scheme please contact appointments@operanorth.co.uk to make us aware.

Good luck with your application and we look forward to hearing from you.

Our Purpose

Opera North's purpose is to create extraordinary experiences every day, using music and opera to entertain, engage, challenge and inspire.

Our People

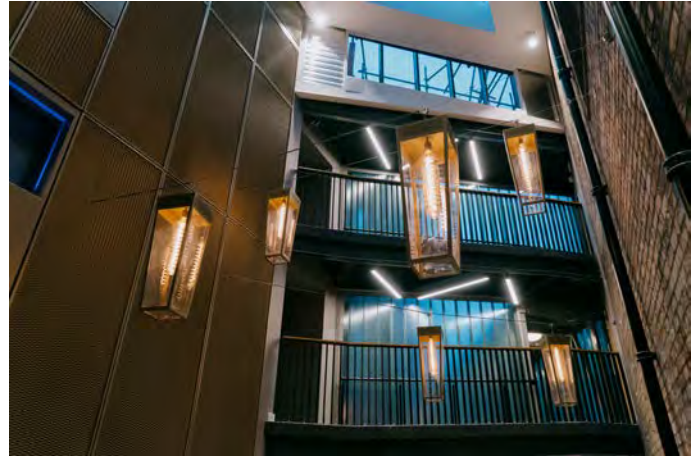
Working at Opera North you will be part of a company and group of people committed to fulfilling this purpose. Whatever role you take we will provide you with an induction plan that introduces you to your job and the team you'll be working in, as well as giving you the opportunity to meet colleagues across the company. Our success in delivering against our purpose will be built on the commitment, skills, diversity and well-being of the people who work at Opera North, and we will invest in training to develop our people both professionally and personally, because we believe this strengthens not only our company, but also the wider creative sector.





**Our communities
and audiences are
part of us, and we
are part of them.**

Our award-winning work tours to theatre stages and concert halls throughout the North and beyond.



Who We Are

Based in Leeds, rooted in the North of England and international in outlook, our award-winning work tours to theatre stages and concert halls throughout the North and beyond, including to London and major international festivals. Alongside touring opera, in Leeds we curate an eclectic artistic programme of gigs, concerts, spoken word and film in the newly transformed venue the Howard Assembly Room. We aim to make work that is bold, innovative and ambitious, always looking for new ways to share and create with audiences.

Music for Everyone

Opera North believes opera and music is for everyone, and champions diversity in artists, repertoire and audiences. Through our Learning & Engagement team, the Company connects with communities and inspires each generation, aiming to enhance the health and well-being of people in the cities, towns and villages where we work through arts participation and performance. In recognition of our work with refugee groups, Opera North holds the status of Theatre of Sanctuary.

A New Home

In 2021 we moved into our new home, the Howard Opera Centre. It is a world class rehearsal facility for our orchestra, chorus and all the artists we work with, sharing the same building as our new education studio where everyone is welcome to learn about and make music. We have also created a modern flexible working environment for our staff and given our venue, the Howard Assembly Room, a new lease of life with a dedicated entrance and public spaces, together with restaurant and bar in the heart of Leeds.

Leeds as a Capital of Culture

Leeds is the only city in England outside of London to have a resident full time opera company, ballet and repertoire theatre as part of a diverse, collaborative and thriving cultural scene. That rich offer has been complemented by a growing tech sector.

Surrounded by the stunning Yorkshire countryside including the Dales, Moors and North Sea coastline, Leeds is a fantastic place to live and work.



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