



JOB DESCRIPTION

Title: Assistant Company Manager

Reports to: Company Manager, The Royal Opera

Main Purpose of the Job

To provide effective support to the Company Manager of The Royal Opera, for all work, on site, off site and on tour, including liaising with all artists engaged by The Royal Opera.

Main Responsibilities

- Assist with the administrative aspects of the day-to-day management of The Royal Opera.
- Provide highest level of care for guest artists and facilitate key aspects of the arrangements for guest artists working with The Royal Opera.
- Create and circulate contact information, distribution lists and photo overviews at the beginning of each rehearsal period.
- Administer security passes for guest artists, meet and greet artists and introduce them to the building and colleagues.
- Liaise with artists' agents on all aspects of their stay
- Reliably respond to all day-to-day queries for artists
- Assist Artists in seeking appropriate medical treatment
- Assist with the creation of the weekly call sheet
- Be-fully conversant with the performance and rehearsal schedule and assist with and contribute to the production of the Daily Schedule

- As part of a team, carry out performance and rehearsal duties to ensure their smooth running by supporting and supervising the principals, chorus, extra chorus, actors and dancers.
- Assist in the maintenance of accurate artist & performance records on the database (DIESE)
- Assist with the administrative aspects of short notice cancellation of artists for both rehearsals and performances, and unscheduled cast changes
- Attend the Opera Company and Short-Term Scheduling meetings
- Monitor the Opera Schedule email and respond to room booking requests.
- Work with the Company Manager to divide, assign and distribute tickets for General Rehearsals and Performances, including staff duty seats.
- Facilitate all ticket requests for all artists, agents and Opera Company Guests.
- Assist the Company Manager with any other department work, tours and project work as required to ensure efficient multi-skilled team support
- Organise first night parties Front of House for new productions, working alongside the Development & Advocacy department to ensure plans are aligned.
- Assist in the organisation of informal First Night Parties
- Deputise for the Company Manager as required
- Provide support to the running of the Opera Company, including Linbury Theatre.

PERSON SPECIFICATION

Knowledge, Skills and Experience

Experience and Knowledge

- Experience of supporting the constantly changing work of a busy office environment, ideally in the arts sector.
- Knowledge and interest in administration and production for the performing arts
- Spoken and written language skills in German, French and/or Italian is desirable.

Essential Skills

- Consistent high level of professionalism and responsiveness coupled with tact and diplomacy
- Ability to deal with people at all levels in a confident and professional manner
- A strong team player
- Ability to prioritise and use own initiative as appropriate.
- Pro-active attitude
- Proven pastoral care skills

Essential Administration Skills

- Communicate both in writing and orally in a fluent and persuasive manner, in good clear English, and to listen, negotiate and be assertive as appropriate
- Strong organisational and administrative skills
- Accuracy and attention to detail
- Ability to react quickly to situations, to be reliable and resilient, to perform consistently under pressure and to respond positively to changing circumstances
- Strong time management skills with ability to prioritise and meet deadlines in a very busy and productive environment
- Commitment to delivering a high standard of work
- Very competent Microsoft Office user (Word, Excel, Outlook, SharePoint)

Job Requirements

- The flexibility to work evenings and weekends, on occasion at short notice, as the rehearsal and performance schedule and other projects require.

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

