

Streetwise Opera job pack

Assistant Producer

Streetwise Opera is an award-winning charity that uses music to help people make positive changes in their lives. Working with people who have experienced homelessness and other members of the community, we run workshop programmes across England, stage critically-acclaimed operas, and manage With One Voice, an international arts/homelessness movement.

We are now seeking an experienced, full-time Assistant Producer to work alongside our Programme Producer and workshop team to support the planning and delivery of our programme of work over the next 12 months. This will include a focus on producing our annual Opera Hour season, as well as supporting our next major production in April 2018.

The ideal candidate will be able to demonstrate strong project management or producing experience, have outstanding organisational skills and the ability to multi-task and work in a fast-paced and varied environment.

As an employer, Streetwise Opera offers a wide range of benefits including excellent professional development and training opportunities, season ticket loans, childcare vouchers and an employer pension scheme. You'll also be joining a friendly, committed and supportive staff team and have the rewarding opportunity to make a real difference in the lives of people who have experienced homelessness.

Salary: £22,000 per annum

Location: Victoria, London SW1

Hours: Full-time, Fixed Term (12 months); occasional evening work and overnight travel in the UK will also be required.

Closing date: Midnight, Friday 24 March

Interviews: Tuesday 4 and Wednesday 5 April (first round) / Monday 10 April (second round)

How to apply

Please send a completed application form to admin@streetwiseopera.org by the closing date specified above. Application forms can be downloaded from www.streetwiseopera.org/work-with-us. Please note that CVs will not be accepted. If you have any queries or require the application form in a different format, email admin@streetwiseopera.org or telephone 020 7730 9551.

Streetwise Opera is an inclusive organisation and actively promotes equality. We welcome applications from a wide range of candidates, particularly those with who have experienced homelessness. Candidates with a lived experience of homelessness who can demonstrate that they meet the essential criteria in the person specification will be guaranteed a first-round interview. Please ensure that you communicate this clearly in your application.

Job description

Job title: Assistant Producer
Location: Victoria, London SW1
Responsible to: Programme Producer
Hours: Full-time, Fixed Term (12 months)

The role of the Assistant Producer is to:

- Support the Workshop Programme Team with the logistics, organisation and recording of workshops, theatre trips, performances, progression activities, events and productions.

The following job description reflects the present requirements of the post. As the post develops the job description will be reviewed and may be subject to amendment in consultation with the post holder.

Workshop Programme

- To support the Programme Producer and Regional Co-ordinators in organising, running and recording Workshop Programme activities, including workshops, theatre trips, performances and other events.
- To support the Regional Co-ordinators to ensure all central information is kept up to date.
- To create and monitor budgets with the Programme Producer for performances and other events.
- To assist in the creation and distribution of marketing materials for the workshop programme and events/productions, as required by the Programme Producer and/or Marketing and Communications Manager.
- To plan and manage the Workshop Team Planning Days twice per year.
- To deputise for the Programme Producer where applicable.
- To regularly visit workshops across the country.

Productions

- To act as Assistant Producer on our next major production, scheduled for April 2018. This will include researching locations, liaising with venues, attending rehearsals, scheduling and attending production meetings, booking travel and accommodation, organising catering, communicating across all production teams and the office, scheduling and other producing tasks as agreed with the Programme Producer.
- To produce the Opera Hour season of work across the five regions Streetwise Opera works in, support Regional Co-ordinators and working with the Artistic Director - Workshops.
- To assist the Programme Producer with administrative tasks as required, including taking minutes, updating budgets and creating schedules.
- To assist the Regional Co-ordinators and/or Programme Producer with managing participant welfare and communication throughout rehearsals and the production period.
- To recruit and manage volunteers during productions.

Project Management

- To lead on the planning and delivery of selected projects, as agreed with the Programme Producer and Workshop Team.

Training

- To manage the annual National Training Day for Workshop Leaders and Support Workers.
- To support the Programme Producer in the induction of new Support Workers and Regional Co-ordinators.

Progression

- To support the Progression Manager and Regional Co-ordinators to research and organise work placement and other progression activities for participants, supporting them to take part.

General

- Provide administrative support to the Programme Producer and Regional Co-ordinators, as required.
- To take minutes in planning meetings and workshop programme meetings.
- To attend training and conferences relevant to the position, or other events that may be relevant for the learning of the whole team.

Some travel outside London and overnight stays will be required.

Person specification

	Essential	Desirable
Work experience	Demonstrable project management/producing experience Experiencing of creating and managing budgets	Experience of working with vulnerable groups
Professional skills and experience	Excellent organisational and time-management skills Excellent communication skills, both written and verbal Demonstrable knowledge of and commitment to the arts	
Interpersonal skills	Ability to take the initiative and work independently Ability to work well in a fast-paced and varied environment Collaborative and flexible in approach to working Good attention to detail Approachable and well-grounded Empathy with homelessness and socially-excluded people	

Additional information

Annual leave: 21 days per year plus time off between Christmas and New Year. 0.5 Additional days leave are added for each year served (up to 10 years).

Employee benefits: season ticket loans, workplace pension scheme, childcare vouchers and professional development and training opportunities.