



Role Title: Assistant Producer

Reports to: Producer

CONTEXT

Formed in 2013, Opera on Location (charity number 1190010) is a vibrant Opera company based in Sheffield with one simple aim: to perform exciting site-specific opera.

After gaining charitable status in June 2020, Opera on Location continues to be committed to bringing innovatively staged, high quality, affordable opera to Sheffield and South Yorkshire. As part of Opera on Location's commitment to making opera more accessible, productions are always sung in English with newly commissioned librettos which reflect the modern-day world.

Opera on Location strives to develop its education and community outreach programmes within the city of Sheffield and the surrounding areas.

MAIN PURPOSE OF THE ROLE

To assist the producers for Opera on Location's summer production. The production will take place in August and preparation is already underway. You will be assisting two producers and a dynamic production team and together you will be in charge of running all aspects of the summer production.

KEY RESPONSIBILITIES

Responsibilities to include but not limited to:

- Organising a team of arts professionals
- Liaising with the performance and rehearsal venues
- Working with the marketing officer to execute the marketing plan
- Monitoring ticket sales and responding accordingly to sales figures
- Having weekly meetings with the producers and production team
- Ensuring Opera on Location continues to achieve the high standards it is known for

ADDITIONAL RESPONSIBILITIES

- Any other duties as may reasonably be required within the level and scope of the post.
- Ensuring the highest standards of professional performance are maintained.
- Supporting and wherever possible contributing to equality, diversity and inclusion within the organisation.

PERSON SPECIFICATION

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

Education & Training	Essential/ Desirable	Assessed by
Educated to at least GCSE Grade C level (or equivalent) in English Language and Mathematics	Essential	Application
Experience and Knowledge		
Experience of basic administrative procedures such as handling data and managing email inboxes	Essential	Application
To have worked as an assistant producer in opera or other theatre before	Desirable	Application
Experience of working in a small team	Desirable	Application
Person Specification		
A demonstrable and passionate commitment to arts engagement	Essential	Application / Interview
Communication skills, including confidence in telephone communication	Essential	Application / Interview

Good organisation	Essential	Interview
Punctuality and reliability	Essential	References
Attention to detail	Essential	Interview
Remaining positive in difficult situations	Essential	Interview
Ability to remain calm under pressure	Desirable	Interview
A willingness to work flexibly	Desirable	Interview
Initiative and ability to work independently	Desirable	Interview
Special Features		
Flexibility to work weekends and evenings where required	Essential	Interview

TERMS AND CONDITIONS

Salary: £1,560 for the contract (daily rate of £130/day) Please note that the contractor is responsible for paying their own tax.

Hours of work: 12 days work over 3 months. Occasional evening and weekend work will be required. Attendance at the production week (18th - 25th August) is essential.

Type of contract: Short term - 3 months

Normal place of work: Working from home, with occasional attendance at workshops and performances in Sheffield