



Role Title: Assistant Director

Reports to: Producer/Director

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. As part of Opera on Location's summer programme, our production will feature a community chorus of local amateur singers.

MAIN PURPOSE OF THE ROLE

To support Opera on Location in its production in August 2024. To assist the director in executing their vision for the production and leading rehearsals with the principal and supporting cast, including the community chorus.

KEY RESPONSIBILITIES

Responsibilities to include but are not limited to:

- To attend rehearsals and performances in the role of Assistant Director including Being present at key production rehearsals (Monday 19th and Tuesday 20th August) and the performances (Thursday 22nd, Friday 23rd and Saturday 24th August)
- To help create the production within the director's vision
- To lead rehearsals in the absence of the director
- To work with the community chorus and chorus master and help stage these elements of the production

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 of working in the arts	Desirable	Application
Experience and Knowledge		
Directing or assistant directing experience	Desirable	Application
Experience of basic administrative procedures such as handling data and managing email inboxes	Essential	Application
Experience of working with members of the neurodivergent community	Desirable	Application
Experience of leading rehearsals/working with large groups	Desirable	Application
Good music reading skills	Desirable	Application
Person Specification		

A demonstrable and passionate commitment to arts engagement	Essential	Application / Interview
Communication skills	Essential	Application / Interview
Good organisation and schedule management	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: £2,080 for the contract (daily rate of £130) Please note that the contractor is responsible for paying their own tax.

Hours of work: 16 days split between late June and August

Type of contract: Short term, freelance contract

Normal place of work: Preparation from home, with attendance at rehearsals and performances in Sheffield.