



**Role Title: Community Co-ordinator**

**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. As part of Opera on Location's 10th anniversary, our production will feature a community chorus of local amateur singers.

### **MAIN PURPOSE OF THE ROLE**

To support Opera on Location's work in engaging with local communities and choral organisations to promote the participation of amateur singers in Opera on Location's production in August 2024.

### **KEY RESPONSIBILITIES**

Responsibilities to include but are not limited to:

- Processing bookings for performances and events.
- Liaising and promoting the opportunity to local amateur choirs in Sheffield
- Co-ordinating day-to-day communications with community choir participants.
- To be the key point of contact regarding arrangements for the community chorus
- Ensuring the smooth running of rehearsals, due to take place every Sunday for 3 hours starting on 9th July.
- Being present at key production rehearsals (Monday 19th and Tuesday 20th August)
- Creating a database of community contacts for Opera on Location
- Carrying out additional administrative tasks as needed.

### **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.

<b>Education &amp; Training</b>	<b>Essential/ Desirable</b>	<b>Assessed by</b>
Educated to at least GCSE Grade C level (or equivalent) in English Language and Mathematics	Essential	Application
Experience of working in community / outreach roles within the Arts sector	Desirable	Application
<b>Experience and Knowledge</b>		
Computer literate and access to a computer	Essential	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

<b>Person Specification</b>		
A demonstrable and passionate commitment to arts engagement, particularly with underrepresented groups	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
<b>Special Features</b>		
Flexibility to work weekends and evenings where required	Essential	Interview

## **TERMS AND CONDITIONS**

**Salary:** £1,950 for the contract (Daily rate of £150/day) Please note that the contractor is responsible for paying their own tax.

**Hours of work:** 13 days split between late June and August, approximately one day per week for 8 weeks. Evening and weekend work will be required.

**Type of contract:** Short term (8 weeks), freelance contract

**Normal place of work:** Working from home, with weekly attendance at rehearsals in Sheffield