



# GARSINGTON OPERA

## AT WORMSLEY

### **Deputy Company Manager** **Freelance position from mid-March to end July 2018 (start date flexible)**

Garsington Opera is a prestigious festival presenting four operas in June-July each year on the Getty family estate at Wormsley, near Stokenchurch, with rehearsals in London from mid-April. The Administration Office is located in Great Milton, Oxfordshire.

#### **Role Description**

Our Company Management Team assures the smooth running of our busy opera festival through meticulous pre-planning, careful scheduling, constant communication with all departments and support for all our artists (creative teams, principal singers, actors, covers, dancers, chorus and orchestra). The team consists of a company manager, a deputy company manager and a part-time assistant company manager/arts admin assistant who also works in the Garsington Opera box office.

#### **Person Specification**

We are looking for a highly organised, IT-literate, self-motivated and detail-oriented person who is passionate about the performing arts and able to get on with all types of people. Some experience in a professional arts organisation is required as is the commitment and ability to work calmly and methodically in a fast-paced, creative and dynamic environment. Driving license, car, and willingness to work flexible hours essential.

#### **Place of Work and Hours**

You will be working from the office in Great Milton in preparation for the season, at rehearsals in London from mid-April until mid-June, and on-site at Wormsley for stage rehearsals and performances from the end of May until the contract finishes at the end of July. There is some project work with the Alvarez Young Artist Programme in Surrey and possibly also Corfu.

As we are a festival, the hours will be demanding during the rehearsal and performance period when days may start as early as 9am and finish as late as midnight. At least one day off will be scheduled per week but this will not necessarily fall on a weekend. Bank holidays may be working days.

#### **Your Role and Responsibilities**

The main focus of your role will be to work seamlessly with the Company Manager and to deputise where necessary, particularly to cover days off and when the company is split, when rehearsals and performances are taking place in differing sites. The detail of who takes responsibility for which area and duty will be discussed with the Company Manager and will depend on practicalities and the specific experience and interests of the successful candidate.

#### **Before Rehearsals**

- Working with the Company Manager on administration of artists' details and contracts.

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*Founder* Leonard Ingrams OBE • *President* Rosalind Ingrams • *Chairman* Bernard Taylor DL • *Artistic Director* Douglas Boyd • *Executive Director* Nicola Creed  
*Directors* Miranda Curtis (*Deputy Chairman*) • Dr John Drysdale • Professor Jonathan Freeman-Attwood • Catherine Ingrams  
Neil King QC • Iain Mackinnon • Lady Marks • David Suratgar

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- Maintain Company Database, email distribution lists and contact sheets.
- Make arrangements for artists' accommodation.
- Administration of NAs.
- Arrange auditions for actors / children as required.
- Apply for licenses for child performers as required.
- Adhere to safeguarding, data protection and other policies of Garsington Opera.
- Book pianos, tuners, rehearsal rooms, additional répétiteurs as required.
- Create/maintain Master Schedule and Advance Schedules in conjunction with Company Manager.
- Assist non-UK artists with FEU and/or visa applications.
- Work with the Administrator to create a pay schedule for the opera season.
- Liaise with rehearsal venues regarding dates, keys, access, parking, office space, wardrobe area and other facilities.
- Liaise with Librarian regarding circulation of cuts and version details.
- Liaise with Orchestra Managers regarding arrangements for sitzproben and other rehearsals.
- Liaise with Development, Finance, Technical, Library and all other areas of the Company to ensure the constant circulation of information.
- Assist Artistic Director, Director of Artistic Administration, Company Manager and Head of Music as required.

#### During Studio Rehearsals (In addition to the above)

- Pastoral care for entire company, including general support and specific requests (finding healthcare professionals, booking taxis, etc).
- Maintain close communication with the Company Manager and Director of Artistic Administration to ensure a consistent management presence in studio rehearsals.
- Act as a main point of contact for artists, stage management and production teams and other company members.
- With the Company Manager, to draft and proof-read weekly Call Sheets.
- Circulate daily schedule updates to the company.
- Assist with rehearsal room set-up as necessary.
- Monitor artists' arrival at rehearsals.
- Keep a record and receipts for petty cash. Reconcile and submit this to accounts.
- Manage Wormsley bus transfers and vehicle registration log.
- Co-ordinate Wormsley meal sign-up.
- Take responsibility for Cover Showcase invitations and RSVPs.
- Administer Alvarez Young Artist Events as required, including the cover showcase in London, project managing the performance at the Alvarez home, and possibly also its transfer to Corfu.
- Manage dress rehearsal ticket requests.
- Log cast illnesses and absences.
- Arrange company parties.

#### On-site at Wormsley (in addition to the above)

- Daily site administration (e.g. sign-in sheets, checking dressing rooms, liaison with Green Room café, circulating schedule updates).
- Liaise with Technical department to ensure smooth running of wig/wardrobe calls and stage rehearsals.
- Assist with recital set-up.
- Liaise with Wormsley staff regarding room bookings.

#### Performances

- "Check-in" all principal singers by phone on the day of a performance to confirm their ability to perform that day.
- Administer cast changes as required, liaising with assistant conductor and director and all parties.

- Be aware of traffic / public transport disruption and liaise with all parties to ensure a prompt start time of all performances.
- Communicate absences / latenesses and keep track of any required amendments to artist pay.
- Make pre-performance announcements if required.

Post-season

- Clear Wormsley company office.
- Create a season “bible” with show reports, contact lists, schedules and all details of the season.
- Ensure return of company scores to Library and stage-management / AD / surtitle scores to store.

To apply, please send CV and covering letter to [helen@garsingtonopera.org](mailto:helen@garsingtonopera.org) by 5pm on Thursday 11 January, 2018. First-round interviews will take place in the week of 15 January.