



GARSINGTON OPERA

AT WORMSLEY

Learning and Participation Producer

JOB DESCRIPTION

Summary of the Role

The Learning and Participation Producer works closely with the Creative Director – Learning and Participation to devise and plan an exciting, ambitious and innovative annual programme of Learning and Participation activity, aligned to the department's objectives (see final page). The Learning and Participation Producer is responsible for managing the implementation of this programme.

The Learning and Participation Producer line manages the Learning and Participation Coordinator (p/t position; 1 day a week).

This is a part-time, freelance appointment reporting to the Executive Director, and working closely with the Creative Director L&P, Karen Gillingham. The role is based on an annual average of three days per week, with seasonal variation around project delivery. Working hours are flexible and may include evenings and weekends.

Fee: negotiable

Main Duties

- Work with the Creative Director L&P to devise and plan a rolling 5-year strategy for the L&P programme and a detailed programme for the forthcoming year, with responsibility for ensuring activities are logistically and financially feasible.
- Plan and manage all aspects of each project; from inception to delivery.
- Draft, prepare and manage the annual L&P budget. Authorising payments, monitoring expenditure and managing financial reporting.
- Negotiate fees and issue contracts for creative teams, artists and all other project personnel. Manage freelance staff on a project by project basis.
- Contract and manage freelance project managers as necessary.
- Draft, agree and issue project schedules for artists and creative teams.
- Communicate project information and share schedules with the wider Garsington Opera team to ensure that all staff are aware of L&P activity and key dates.

Garsington Opera The Old Garage The Green Great Milton Oxford OX44 7NP • office@garsingtonopera.org
Telephone 01865 368201(administration) • 01865 361636 (box office) • www.garsingtonopera.org

Founder Leonard Ingrams OBE • *President* Rosalind Ingrams • *Directors* Miranda Curtis • Dr John Drysdale • Graham Greene CBE • Catherine Ingrams
Rosalind Ingrams • Neil King QC • Iain Mackinnon *Chairman* • Lady Marks • David Suratgar • Bernard Taylor • *General Director* Anthony Whitworth-Jones

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- Work with fundraising staff to provide information and support for fundraising applications; liaise with fundraising staff over key dates for supporters to observe L&P activity/attend events.
- Work with Garsington Opera's Press & PR Consultant and with the Marketing Manager to ensure that the L&P programme has a strong presence, both in the regular media and as part of Garsington Opera's social media activity.
- Take responsibility for the safeguarding of children and vulnerable adults working with Garsington Opera. Manage the implementation and regular review of the safeguarding policy.
- Continue to develop relationships with local schools, community groups and participant organisations to ensure a wide reach for the L&P programme which reflects the local community.
- Continue to develop relationships with local music hubs, Councils, partner organisations and other local/national networks to support the L&P programme and further develop opportunities for partnership projects.
- Organise visits by school and community groups, Youth and Adult Company members to final stage rehearsals or Opera First performances; managing ticketing and practical arrangements.
- Ensure all the necessary arrangements are made for workshops; sharing details with creative teams, artists and participants/schools to facilitate clear communication and understanding.
- Liaise with the wider Garsington Opera team over the practical arrangements for L&P events at Wormsley.
- Develop, prepare and distribute resource materials for teachers, artists and workshop leaders as appropriate
- Ensure adequate project management support for all workshops and events; either in person, or by arranging suitable project management cover.
- Evaluate each project, gathering feedback from participants to inform future planning and funding applications. Deliver an annual Learning and Participation Evaluation Report each summer to share this learning and evaluation with funders, supporters and senior staff.
- Ensure a digital and photographic record is kept of all projects and that the appropriate permissions are in place for such records – particularly with regard to photo consents from project participants.

Further Information

The Garsington Opera L&P Producer works closely with the Creative Director L&P (Karen Gillingham) to plan and develop the programme of work each year. The Creative Director's responsibilities are as follows:

- Responsibility for the artistic vision of the L&P programme.
- Working with the L&P Producer and L&P Coordinator, plans L&P activities for each academic year, with specific responsibility for creating an ambitious, high quality programme of work.
- Undertakes research of GO's repertoire for each season in order to select the most appropriate operas for each project throughout that year.
- Ensures consistent high artistic standards, by selecting an appropriate and talented creative team for each project.
- Undertakes the role of 'Director' on projects wherever appropriate / possible; advises the L&P Producer on other Directors to appoint when this is not possible.
- Leads audition-workshops during casting for Garsington Opera's chorus, plus other duties as requested by the Director of Artistic Administration.

Garsington Opera's Learning and Participation Programme

Mission Statement:

To enrich people's lives through opera.

The aims

- To provide a bold and ambitious participatory programme.
- To reach people irrespective of age, location and perceived barriers to cultural engagement.
- To provide access to Garsington's high quality opera.
- To make the Garsington Opera community better reflect the diverse local community.
- To use opera as a medium to improve emotional wellbeing.
- To champion the vital benefit of musical engagement.

Outcomes:

- Reduced barriers to cultural engagement and a better understanding of opera as an art form.
- Increased musical skills and performance confidence with developed ability to express, listen and interpret.
- Developed personal confidence, self-awareness and communication skills
- Improved attitudes to collaboration and increased empathy with other demographics and age groups.
- Increased knowledge of the music profession, the roles and career opportunities contained within the industry.
- Increased sense of belonging to the Garsington Opera community.

Activities to achieve outcomes:

- Sustain and develop our Primary, Youth and Adult Companies, providing exciting transformational projects.
- Develop a series of in-school projects, widening our reach.
- Explore opportunities to deliver a creative programme with hard to reach individuals and groups including those in hospitals or with significant emotional, mental or physical needs.
- Amplify our reach through groundbreaking digital projects.
- Commit to a regular large-scale community opera at Wormsley.
- To commission and be a platform for new work.
- Subsidise activities in order to remove financial barriers to involvement.
- Make use of the resources of Garsington Opera through close collaboration with the core team.
- Recognise the enrichment of collaborating with other companies and organisations. This opens the way to new collaborations – eg. linked us to BBC and Rosetta Life
- Develop CPD programmes to deliver to schools
- Provide online resources for teachers and artists to support our annual programme.

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