



GARSINGTON OPERA

AT WORMSLEY

Seasonal Staff Supervisor 2019 Job Description

In 2019 Garsington Opera celebrates its 30th anniversary, having moved to Wormsley from Garsington Manor eight years ago.

Position Summary

This new position has an important role to recruit local people to work as seasonal staff during the opera season, set up and run the seasonal staff rota, oversee the domestic side of the opera festival and some of the Runners, as well as deputise for the Front of House Manager on around six performance days.

Reporting Relationships

The Seasonal Staff Supervisor will report to Angus Boyd-Heron, the Event Manager, and will work closely with other members of the team.

Principle Responsibilities

Seasonal Staff management

1. **Recruitment** (January to April) of seasonal staff, to include car parkers, stewards, ushers and volunteers
 - Advertise for new seasonal staff and volunteers, and contact previous staff and volunteers
 - Interview new candidates
2. **Prepare and Manage seasonal staff rotas** (March to July)
 - Prepare rotas for all the positions
 - Notify volunteers and staff of their shifts/ times
 - Find replacements as needed
 - Remind seasonal staff of their dates at appropriate times
3. **Organise briefing/training sessions** for seasonal staff: prepare written materials in liaison with Angus/Anne/Helen and attend the sessions before the season

Household Management

1. **Appoint and oversee cleaning agency** and ensure all areas are clean and tidy throughout the festival, working within the cleaning budget, both Front of House and backstage.
2. **Prepare, set up and equip all backstage areas** ready for the opera season
3. **Buy/order all necessary household items** and consumables ready for the start of the season, checking on requirements of Head Cook and Baker.
4. **Liaise with Wardrobe department** and supply their required items
5. **Oversee set-up Chauffeurs' tent and Audience changing tent**
6. **Train and oversee Dressing Room Runners and Party Runners**
7. **Order supplies as required for parties**
8. **Oversee supplies of daily consumables during the festival**
9. **Manage** the given budget
10. **Keep accounts** and liaise with Finance dept on expenditure
11. **Keep a Manual** up to date, including photographs.
12. **Supervise the pack-up and cleaning of all appropriate areas** at the end of the season
13. **Organise** the seasonal staff party

Deputy Front of House Manager

1. **Responsible for the safety of the audience whilst in the auditorium**
2. **Organise and oversee the Ushers on duty**
3. **Oversee the Programme sales and sellers, ensuring the cash taken is managed appropriately.**

Timing/hours:

Flexibility to work as necessary during the season. Days off will be agreed in advance, but no holiday commitments will be possible between mid May and end July.

Jan-April – hours flexible, as required to recruit staff and to set up the rota

Early May – between 3 to 5 days to set up all areas before rehearsals start

On rehearsal days – around 3 hours a day, arriving at least an hour before the Company, to oversee the smooth running of the domestic side of the festival

On performance days – between 2 to 3 hours a day, usually between 12 and 3pm to ensure all areas are clean and tidy and ensure smooth running of the festival.

As deputy Front of House manager – about 6 performance days. From approx. 2.15pm to 11pm to carry out all duties of FoH Manager.

Skills required

1. Excellent administrative and organisational skills
2. Excellent communication skills, able to build and maintain relationships with a wide variety of people
3. Experienced and efficient use of IT, principally email and spreadsheets
4. Absolute concern for detail and accuracy
5. Self-motivated, enthusiastic team player
6. Professional and efficient approach to all work
7. Able to work flexible hours including weekends during the festival
8. Own transport essential

Fee:

£4,500 plus Dep FoH duty days @ £100 p.d.

TO APPLY: Please apply to Helen Kirkaldie Helen@garsingtonopera.org

Deadline for applications Friday 7th December 2018.

Interviews to be held on Tuesday 11th December 2018.

www.garsingtonopera.org