



GARSINGTON OPERA

AT WORMSLEY

Administration Assistant **Job Description**

The successful candidate will work in a combination of areas including Membership, Box Office and Administration.

Garsington Opera is a prestigious festival with performances in June-July each year at Wormsley, near Stokenchurch, producing four opera productions each year. Exciting partnerships have been established recently with the RSC, Rambert and the Philharmonia Orchestra. This is a great opportunity to join a small, busy team with the chance to be involved in a variety of tasks at a time of expansion and development.

Office hours are 9.30-5.30, Monday – Friday in the opera offices in Great Milton, Oxfordshire, except during the opera season when hours are extended and include evenings and weekends on site at the Wormsley Estate near Stokenchurch as well as occasional events in Oxford and London.

Reporting structure:

The primary line manager will be the Box Office Manager, with the Finance and HR Manager being responsible for managing the administrative aspects of the role.

Core responsibilities:

Box Office

- Administration of tickets using Tessitura database
- Processing payments
- Running ticket reports as requested
- Meeting the patrons during the opera season

Membership

- Communication with members and the public on the telephone
- Updating membership information and enquiries on Tessitura database
- Correspondence with members
- Producing membership figures and reports
- Assisting with marketing activities to members
- Assisting with membership events outside the opera season

Garsington Opera The Old Garage The Green Great Milton Oxford OX44 7NP • office@garsingtonopera.org
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Founder Leonard Ingrams OBE • *President* Rosalind Ingrams • *Chairman* Bernard Taylor CBE DL • *Artistic Director* Douglas Boyd • *Executive Director* Nicola Creed
Directors Miranda Curtis (*Deputy Chairman*) • Dr John Drysdale • Professor Jonathan Freeman-Attwood CBE • Catherine Ingrams
Neil King QC • Iain Mackinnon • Lady Marks • David Suratgar

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Administration

- General office administration e.g. ordering supplies, dealing with the post etc
- Administration for Board and Advisory Council meetings
- Administration of staff meetings including taking minutes
- Banking as requested by the Director of Finance
- Administration of seasonal staff appointments and contracts
- Assist finance department as requested
- Assist with recruitment
- Assist with travel arrangements

Skills required

Essential

- A knowledge of and passion for the arts
- Excellent administration, telephone, computer skills.
- Excellent communication skills, diplomacy and confidence in liaising with people.
- Ability to work independently and as part of a team
- Ability to multitask and to balance and prioritise workload
- Able to work flexible hours including some evenings and weekends as appropriate.
- Own transport essential

Desirable

- Previous experience and enthusiasm of working in the arts
- Previous experience with working on a data base
- Previous administrative experience
- Previous Microsoft Excel skills.

Own transport essential

Salary: £19,000 to £24,000 p.a. depending on experience

To Apply

Please send a CV and covering letter of no more than one page outlining why you are interested in the position and how your skills and experience match the job description to helen@garsingtonopera.org (preferred) or by post to Garsington Opera, The Old Garage, The Green, Great Milton, Oxfordshire, OX44 7NP

Deadline: 10am Thursday 8 February 2018

Interviews week of 19 February 2018