



GARSINGTON OPERA

AT WORMSLEY

Garsington Opera – Producer for Dalia – Freelance, Fixed Term

Garsington Opera is seeking a Producer for the company's 2022 community opera *Dalia* by Roxanna Panufnik and Jessica Duchon. The role of Producer includes overseeing and managing all elements of the production of *Dalia* to be staged in July 2022.

This is a freelance appointment from March 2022 to September 2022, reporting to the Head of Learning and Participation. It is anticipated that the working hours, to include attendance at rehearsals, will be part-time until the end of May, then full-time throughout June and July 2022 with approximately 2 weeks (ad-hoc) in August/September 2022 to include post-production and evaluation. Working hours are flexible and will include evenings and weekends. [Please see the *Dalia* rehearsal schedule here.](#)

Background

Garsington Opera is a prestigious festival with performances in June - July at Wormsley, near Stokenchurch, producing four opera productions each year. Significant partnerships have been established recently with the RSC, Rambert, The English Concert and Philharmonia Orchestra. Garsington is now expanding its facilities and is building its own Arts Hub complex to provide state of the art rehearsal space, production workshops, café, offices and a home for its acclaimed Learning and Participation programme.

Specification

Post	Producer - <i>Dalia</i>
Reporting to	Head of Learning & Participation
Fee	£10,000 (to be invoiced in three instalments, weighted towards the production period)
Application deadline	9.00am Monday 31 January 2022
Dates	March 2022 – 30 September 2022

Information on Staff Structure

- Report to the Head of Learning and Participation
- Work closely with the Creative Director (Learning & Participation)
- Work closely with and manage the Youth Company Manager
- Work with Digital Marketing Manager on social media

Responsibilities

- Liaison with Creative Director (L&P) on all artistic related issues relating to *Dalia* including management of artistic team to ensure consistent high standards

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

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- Overall Project Management, including management of rehearsals, production and performances. Includes:
 - Planning of rehearsal venues where necessary and confirmation of final rehearsal and production schedules
 - Coordinating the film and all the components and personnel
 - Overseeing requirements for resources for rehearsals and performances
 - Management (and attendance) of the following rehearsals:
 - Adult Company
 - School/Partner companies
 - Principals
 - Full Company
 - Plus attendance at Youth Company rehearsals to support the Youth Company Manager
 - Ensuring all rehearsals and performances are run in accordance with Covid policies; managing any amendments to rehearsals due to Covid
- Management of all professional freelancers involved, including artistic team, music staff, Youth Company Manager, and:
 - Supporting all freelancers help to meet deadlines and maintain high artistic standards and evaluate their work
 - Communicating with artistic team, music staff, participants, production team and the wider team at Garsington Opera
 - Supporting freelancers in rehearsals and providing refreshments
- Ensuring safeguarding of children and vulnerable adults in accordance with GO Child Protection Policy and current legal requirements and ensuring that GO Health and Safety standards are met. This includes:
 - Ensuring all freelancers comply with current legislation/DBS checks and or with GO Child Protection Policy
 - Consulting local councils re current licensing arrangements and performances and organising licenses as appropriate
 - Recruiting chaperones where necessary and overseeing the team, as managed by the Youth Company Manager
- Liaison with GO Administration on fundraising, production, scheduling, management of professional singers, surtitles and instrumentalists, press, marketing, social media and ticketing requirements as appropriate including:
 - Supporting applications for funding bids with information about the project
 - Collaborating with the Philharmonia Orchestral Manager over schedules for professional players
 - Liaising with the Technical Director to recruit a professional and student production team and manage schedules for production weeks and

- performances including coordination of production meetings if appropriate
 - Liaising with Box Office Manager to plan ticketing and receptions
 - Work with Digital Marketing Manager on social media content and posting
 - Management of the evaluation of the project, including:
 - Liaison with the external evaluator ensuring all the information required is gathered and fed back by the end of September 2022
 - Coordinating documentation (photography) and filming of the process
 - Management of all partners involved, including
 - Overseeing logistics and relationships with the Palestinian Amwaj and Syrian Al-Farah choirs, local schools and other partners as appropriate
 - Liaising with Marketing Manager over production of specific Programme Book
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The Producer will need to hold or be happy to be certified/trained in the following:

- Enhanced DBS certificate
- Level 1 safeguarding qualification
- First Aid at Work (1 day) trained.

Any training required will be paid for by Garsington Opera.

How to apply

Please email your CV and covering letter to: Judy Knowles, Head of Learning and Participation at learning@garsingtonopera.org

If you would like an informal chat about this role, please email Judy Knowles at learning@garsingtonopera.org.

Deadline: 9.00 Monday 31 January 2022