



GARSINGTON OPERA
AT WORMSLEY

Garsington Opera Youth Company Manager – Freelance, Fixed Term

Garsington Opera is seeking an efficient, personable Youth Company Manager. This is a freelance role starting at the beginning of April 2022 and finishing on 30 September 2022 on a part-time basis around the [Youth Company Rehearsal Schedule](#). Following the final performance, the commitment will be approximately 3 ad-hoc days to include post-production and administration. Reporting to the Producer, the Youth Company Manager is responsible for the running of all Youth Company rehearsals, workshops and performances in liaison with the Creative Director. With primary responsibility for the young people's wellbeing and safeguarding, the Youth Company Manager is responsible for ensuring that all Youth Company activity runs smoothly and effectively.

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	Youth Company Manager
Reporting to	<i>Dalia</i> producer
Fee	£5,000-£6,000 depending on experience The total fee offered will include all planning, any planning meetings, attendance at rehearsals and performances. Travel expenses are paid at 40ppm.
Application deadline	09.00, Friday 4 February 2022
Dates	April 2022 – 30 September 2022

Responsibilities

Rehearsals

- Manage and attend Youth Company rehearsals and performances. Ideally you will be able to attend all rehearsals and performances but there is scope for cover on occasion if necessary.
- Communicate all information to parents and young people, as well as responding to all participant/parental communication, in between rehearsals in a timely manner.
- Establish yourself as the person that all participants/parents come to with any issues before / during / after rehearsals. Be prepared to intercept any issues between participants and creative team if and when necessary. Alert the Producer

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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 CMG (Deputy Chair) • Dr John Drysdale • Professor Jonathan Freeman-Attwood CBE
Nigel Higgins • Catherine Ingrams • Neil King QC • Iain Mackinnon • Lady Marks • David Suratgar

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of any major issues regarding any members of the Youth Company or creative team.

- Ensure all Youth Company members, creative team and other relevant personnel are aware of the Covid policy and ensure the policy is followed in rehearsals and performances.
- Take responsibility for the set-up and clearing of space at the beginning and end of sessions as necessary.
- Help to facilitate the rehearsal process, providing the team with materials (copies of plans, music, recordings, additional instruments etc.) as requested.
- Provide refreshments (including lunch) for the Youth Company creative team on all project days within the specified budget.
- Ensure the smooth flow of information/communication between Designer and Youth Company members.
- Support the distribution of resources and production materials, including learning tracks, for rehearsals to ensure the smooth running of sessions.
- Maintain accurate records and collate license information in liaison with the Producer.
- Ensure that the rehearsals are fully resourced – keyboard/piano music stands, name labels, flip-chart paper, felt-tip pens, A4/A3 paper, blu-tak, masking tape, etc.

Welfare and Safeguarding

- Work with the Producer/Head of Learning and Participation to ensure that GO Safeguarding Policy is followed at all rehearsals and performances.
- Take responsibility for the welfare of all young people, ensuring they rehearse within the time constraints for their age.
- Ensure each group has adequate support and supervision in all sessions, in accordance with GO Safeguarding Policy and recruit/coordinate volunteers as necessary.
- Ensure all young people follow the Code of Conduct and liaise with the Producer should any issues arise.
- Ensure all relevant consent/permissions are in place for participation and publicity.
- Work with the Producer to ensure sufficient chaperones are contracted and licensed in accordance with GO Safeguarding Policy, local licensing agreements and current legal requirements.
- Manage the team of chaperones.
- Work with the Producer to ensure adequate dressing spaces are provided for all members of the Youth Company in accordance with licensing regulations.

Health and Safety

- Work with the Producer and technical staff to ensure that health and safety is maintained at all events, that first aiders are present when required and that appropriate risk assessments are carried out.

Press and PR

- Inform Garsington Opera of any press interest in Youth Company members and liaise with the Producer and PR Manager where necessary.
- Supervise any visits from journalists/photographers during rehearsals – alert creative team in advance if possible.
- Provide social media comments/photos to be posted via the Garsington Office.
- Provide all programme information to the Marketing Manager.

Evaluation

- Work with the Head of Learning and Participation to implement evaluation of Youth Company activity.

The duties and responsibilities outlined in this job description although comprehensive are not definitive and the post holder may be required to perform other duties or tasks as reasonably requested by the Producer.

Fee

£5,000-£6,000 depending on experience

The total fee offered will include all planning, any planning meetings, attendance at rehearsals and performances. Travel expenses are paid at 40ppm.

Please note: in order to carry out the role you must have (or be willing to obtain) the following:

- Enhanced DBS certificate
- Safeguarding Level 2 certification
- First Aid qualification
- Chaperone License

All such training 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 learning@garsingtonopera.org

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

Deadline: 09.00, Friday 4 February 2022