



GARSINGTON OPERA
AT WORMSLEY



Youth Company Manager - Freelance, Fixed Term



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About Garsington Opera

Located in the stunning Chiltern hills on the Getty family estate, Garsington Opera is a prestigious summer festival with a highly respected international reputation. With performances in June and July we produce four productions each year, in partnership with our two resident orchestras The English Concert and Philharmonia. Garsington is now building its own Arts Hub studios to provide much needed rehearsal facilities, production workshops, café, offices and a home for its acclaimed community programme and world-class Young Artists scheme.

This is a great opportunity to join an innovative company at a time of expansion.

The Role

Garsington Opera is seeking an efficient, personable Youth Company Manager. This is a freelance role starting at the beginning of March 2023 and finishing on 30 September 2023 on a part-time basis around the Youth Company rehearsal schedule. Following the final performance, the commitment will be approximately 2-3 ad-hoc days to include post- production and administration.

Reporting to the Head of Learning & Participation, 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.





Job Specification

Post: Youth Company Manager

Reporting to: Head of Learning & Participation

Fee: £4,500-£5,500 depending on experience (see p8 for more detail)

Contract dates: March 2023 – 30 September 2023

Application deadline: 9am, Monday 23 January 2023

Candidates must hold a full driving licence and have their own transport.

Key tasks & responsibilities:

- 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 Head of Learning and Participation 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, if appropriate, 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 Head of Learning and Participation.
- 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 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 Head of Learning and Participation should any issues arise.
- Ensure all relevant consent/permissions are in place for participation and



publicity.

- Work with the Head of Learning and Participation 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 GO staff 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 Head of Learning and Participation 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 Head of Learning and Participation 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 & Requirements

£4,500-£5,500 depending on experience

The total fee offered will include all planning, any planning meetings, attendance at rehearsals and performances. Travel expenses are paid at 45ppm.

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 Licence

All such training will be paid for by Garsington Opera but should be completed before rehearsals begin.



How to Apply

The closing date for applications is 9am on Monday 23 January 2023 and should be sent to Judy Knowles, Head of Learning & Participation at learning@garsingtonopera.org

CVs should include:

- Details of relevant achievements and experience as well as educational and professional qualifications
- Contact details including day and evening telephone/mobile numbers.

Your covering letter should:

- Be no longer than one page
- Summarise why you are interested in this post
- Highlight your relevant experience matching the criteria outlined in the Job Specification
- Detail your notice period (if any)

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

Successful applicants will be contacted and invited for interview.



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