

## ROLE PROFILE

### DUBAI OPERA

**“Every single member of our organization adds a great value. Emaar is not a collection of talented individuals, but a team of great pooled talent.” – Mohamed Alabbar**

#### ABOUT THE COMPANY

Emaar Properties is one of the world’s most valuable and admired real estate development companies. With proven competencies in properties, shopping malls & retail and hospitality & leisure, Emaar shapes new lifestyles with a focus on design excellence, build quality and timely delivery.

Emaar Development is the UAE build-to-sell property development business of Emaar Properties, responsible for iconic master-planned freehold communities in Dubai including Emirates Living, Downtown Dubai, Dubai Marina and Arabian Ranches. Emaar development has a high-quality land bank of 170 million square foot gross area for build to sell properties in the UAE, which at an average development rate is expected to service at least 12 years of sales.

Located in the heart of the prestigious Downtown Dubai, is The Dubai Mall, the world’s largest and most-visited retail and entertainment destination. The Dubai Mall offers an unparalleled retail mix combined with world-class dining, entertainment and leisure attractions.

#### ABOUT THE ROLE

**Function:** Dubai Opera

**Department:** Dubai Opera

**Role:** Senior Programming Manager

This position is responsible for providing, booking, contracting variety of shows and events and overseeing a high level of event management expertise to visiting companies at Dubai Opera on a broad range of performances and events including opera, classical to contemporary music, theatre, dance, and large-scale events including corporate and government events. This role leads Event Managers, takes ownership for event management services including liaising with visiting companies, planning, and guiding their productions, distributing and updating information to internal and external service providers, ensuring all events are delivered to the highest standard and within budget.

#### ABOUT THE FUNCTION

Dubai Opera is a state-of-the-art, multi-format performing arts venue located in the heart of Dubai, United Arab Emirates. Opened in 2016, it is a significant architectural landmark known for its distinctive dhow-shaped design, reminiscent of the traditional sailing vessels of the region. Dubai Opera has quickly established itself as a significant cultural and entertainment destination, attracting both locals and tourists with its diverse program offerings and iconic architectural design.

#### PERFORMANCE DRIVEN CULTURE: WHAT WILL YOU BE MEASURED AGAINST

- Oversee a variety of productions and events including the assessment, direction, control and analysis of time, finances, people, products, services, information and other resources to achieve the objectives and agreed outcomes.
- Lead, inspire and develop Event Managers, including setting objectives, development, and continual feedback.
- Liaise with international companies and promoters to coordinate touring logistics and itineraries for Dubai Opera productions.

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- Participate in client/service provider meetings and maintain close contact with visiting companies, Technical Services, Marketing & Sales, and Event Operations to coordinate resources and services required for specific productions.
- Contribute and interpret risk assessments for events and productions.
- Closely monitor all event expenditure to ensure budget targets are met.
- Implement and improve the Programming Departments, processes, guidelines, and standards aimed at maintaining an effective operational interface between Dubai Opera departments, visiting companies and external providers.
- Ensure that all event administration follows agreed procedures including the recording, reporting, maintaining and archiving of all documents.
- Support technical 'bump in' and 'bump out' by coordinating services and resourcing.
- Manage contractual arrangements/relationships with third parties.
- Share common learning's with the Event Managers and operations teams to create 'best practice'.
- Ensure continual awareness of competitor's strengths and weaknesses, as well as pricing and packages.
- Lead, mentor and train Event Managers, and junior members of the team in their individual and group development, to deliver the highest quality of service to all stakeholders.
- Oversee and ensure compliance to all relevant QHSE management policies, procedures and controls to ensure that Dubai Opera provides a safe, world-class, secure and environmentally responsible service to customers, the public and its own people.
- As required, negotiate and contract Dubai Opera presented productions and venue hires in close liaison with the Head of Dubai Opera.
- Provide high level support to the Head of Dubai Opera.
- Undertake conflict resolution where required with internal and external stakeholders.

### TECHINICAL SKILLS AND COMPETENCIES

#### Technical Skills

- Arts and Cultural Knowledge
- Event Management Software proficiency
- Budgeting and Financial Management & acumen
- Data Analysis
- Contract Negotiation
- Technical Production Knowledge
- Marketing and Promotion
- Multicultural Sensitivity
- Project Management

#### Competencies:

- Communication & interpersonal skills
- Strong understanding of performing arts logistics
- Team Leadership
- Stakeholder Management
- Adaptability and Innovation

### QUALIFICATIONS, EXPERIENCE & LANGUAGE PROFICIENCY

- Bachelor's degree in Arts Management, Business Administration, or related field. A Master's degree is preferred.
- Minimum of 5 years' experience in performing arts and live events management including at least 3 years as a leader or in a similar role.

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- Experience in all types of events including exhibitions, entertainment, festivals, government, community, functions, sporting and performing arts events
- Proven track record in curating successful and diverse programming with a deep understanding of various performing arts genres.
- Strong negotiation, communication, and interpersonal skills with the ability to build and maintain relationships with artists, agents, and stakeholders.
- Exceptional leadership and team management capabilities with a passion for developing talent and fostering a collaborative work environment.
- Financial acumen and experience in budgeting, forecasting, and managing financial aspects of programming.
- Strategic thinker with a creative mindset, ability to adapt to changing environments, and make data-driven decisions.

#### WHAT WE BELIEVE IN

At Emaar, our DNA lays the foundation for everything we do. It forms the base of how we serve our customers, how we speak with one another, and the way we move forward in every decision we make. In short, it is the essence of who we are and how we communicate.

##### **Customer Focus**

Customers are our number one priority. We take pride in delivering on our promises and above all we value the trust they place in us to deliver flawless products, services and experiences.

##### **Ownership Mindset**

No detail is too small, no challenge is too big and no ambition is too great. We drive efficiency and effectiveness into every corner of our business, so we are fit for the future and to compete.

##### **Fast Paced**

Speed is everything in business. We evolve and adapt quickly and have the willpower, skills, knowledge and passion needed to deliver extraordinary speed for our customers.

##### **Talent and Tenacity**

Our people are heroes, superhumans and warriors. We are a team of great pooled talent that dream big and act quickly, with high energy and positivity.

##### **Adaptability**

We keep up with the times, disrupting and challenging the status quo. We challenge conventional wisdom and ourselves, we expect the unexpected, and we develop products and services that reflect the future.

**Please apply via**

[careers@dubaiopera.com](mailto:careers@dubaiopera.com)