



GARSINGTON OPERA
AT WORMSLEY



Communications & Marketing Assistant



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About Garsington Opera

Located in the stunning Chiltern hills on the Wormsley estate, Garsington Opera is a prestigious summer festival with a fast-growing 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 the Philharmonia. We have recently opened Garsington Studios, which provides state of the art rehearsal spaces, production workshops, café, offices and a home for our acclaimed community programme and world-class Emerging Artists scheme. This is an exciting time to join an innovative and growing company.

GO Mission

- To enrich the lives of our audiences and participants by producing operas which are theatrically compelling and of exceptional musical standard
- To encourage and expand knowledge and appreciation of opera through performance and exciting life-long participatory projects with a dynamic, inclusive, outreach programme in the community, for all ages and abilities from diverse backgrounds
- To discover, encourage and nurture the best young performing talent, particularly from the UK, providing an outstanding programme of development for young professional singers
- To broaden our audience through appropriate use of digital media
- To grow our national and international reputation



The Role

Garsington Opera is seeking a creative and enthusiastic individual to join the Development and Audiences Team as Communications & Marketing Assistant. Reporting to the Head of Communications & Marketing, this is an excellent development opportunity within a busy and ambitious team.

This role is ideal for someone looking to gain experience in arts marketing with a platform to expand their knowledge and take ownership of their work in a supportive and enjoyable environment.

The team works across the summer opera festival, our expanding programme of concerts at Garsington Studios and our learning and participation and emerging artists programmes. With primary responsibilities including social media management, content creation and online communications, this role has a strong digital focus with the scope to explore the wider world of arts marketing in a small and nimble team. The successful candidate must be a team player with excellent attention to detail, a good grasp of English language and grammar and some experience of producing short-form video content.



Job Specification

Post: Communications & Marketing Assistant

Hours: Permanent, full time with some home-working considered

Reporting to: Head of Communications & Marketing

Salary: £25,500 per annum

Application deadline: 9am on Monday 17 August 2026

First interviews: Monday 24 and Tuesday 25 August at Garsington Studios

Second interviews: Tuesday 1 September at Garsington Studios

Start date: September / October

Based at Garsington Studios, our office hours are 9.30am - 5.30pm, Monday - Friday except during the opera season when evenings and weekends are included as well as occasional events throughout the year.

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Garsington Opera is committed to providing and supporting an inclusive environment that promotes equality, diversity, and inclusion. We are aware how a diverse team enriches our culture, where all can reach their full potential and flourish whatever their background. We encourage applications from all suitably qualified persons, regardless of background, race, sex, gender, disability, sexual orientation, religion/belief or age.



Key Duties and Responsibilities

Social media & content creation

- Working with the Head of Communications & Marketing to plan and deliver Garsington's social media strategy, including writing copy and choosing imagery
- Producing regular social media reports, spotting appropriate trends and identifying new content across all channels
- Creating and editing short-form video content for social media
- Assisting with filming promotional material, including production trailers and interviews

Print & design

- Coordination and design of print materials including cast lists, posters, adverts and concert programmes
- Production of digital advertising assets, including screens and display ads to support campaign marketing requirements
- Assisting on publications as required, including the brochure and main Festival programme book
- Supporting the wider team with the production and design of presentation materials as required including funder and annual reports and campaign materials

Website and emails

- Assisting with regular website updates, including production pages, news stories, who's who and departmental pages
- Writing and designing public communications as required in our email platform, Wordfly



Other responsibilities

- Work closely with the Learning & Participation team to ensure their communication requirements are met
- Duty shifts on site during the Festival as required, including assisting audience at Box Office and helping the Press & PR Consultant at pre-performance drinks
- Presence at Studios Programme and development events as required
- Supporting the wider team on the correct use of brand and house style
- Supporting the Audiences team with departmental administration including meeting coordination and minute taking

Person Specification

Essential

- An excellent communicator, with a creative flair
- Proven skills in social media deployment
- Experience of creating and editing short-form film for online use
- Comfortable communicating and working with colleagues at all levels
- Good time management skills with the ability to prioritise, work under pressure and meet deadlines
- Excellent IT skills, capable of comprehending a complex database, updating web pages and using MS Office applications
- Good writing skills with an ability to summarise key information concisely
- Close attention to detail, preferably with experience of proofreading
- An adaptable team player who is comfortable working as part of a busy team, but also able to work independently
- Confident and well presented with a professional manner
- Flexibility to work evenings and weekends when required
- Ability to handle sensitive material with confidentiality

Desirable

- Full UK driver's license and own car
- Knowledge of using Tessitura or similar CRM database
- Knowledge of using WordPress or similar CMS
- Knowledge of using Wordfly or similar email marketing platforms
- Experience using Adobe Photoshop, InDesign and Premiere Pro
- An interest in, or knowledge of, opera and classical music





Staff Benefits

Garsington Opera is committed to making sure that all our staff are supported in both their professional and personal lives. As part of this, we are able to offer members of staff a range of benefits including:

- 25 days annual leave and bank holidays
- annual leave allowance increases with length of service
- staff pension scheme
- cycle to work scheme
- death in service scheme
- tech scheme
- electric vehicle lease scheme
- enhanced maternity/adoption/shared parental leave
- employee assistance programme
- dress rehearsal tickets during the Opera Festival
- free on-site parking
- on-site EV charging available.



How to Apply

The closing date for applications is 9am on Monday 17 August 2026. Applicants should submit a cover letter and CV as PDFs via email to **admin@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 two pages
- summarise why you are interested in this post
- highlight your relevant experience matching the criteria outlined on pages 6 - 8.

Successful applicants will be contacted and invited for interview. First round interviews will take place on Monday 24 and Tuesday 25 August at Garsington Studios.



Garsington Opera

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