

# opera north

## Schools Programme Assistant





# Our purpose

Opera North's purpose is to create extraordinary experiences every day, using music and opera to entertain, engage, challenge and inspire.

# Our people

Working at Opera North you will be part of a company and group of people committed to fulfilling this purpose. Whatever role you take we will provide you with an induction plan that introduces you to your job and the team you'll be working in, as well as giving you the opportunity to meet colleagues across the company. Our success in delivering against our purpose will be built on the commitment, skills, diversity and well-being of the people who work at Opera North, and we will invest in training to develop our people both professionally and personally, because we believe this strengthens not only our company, but also the wider creative sector.



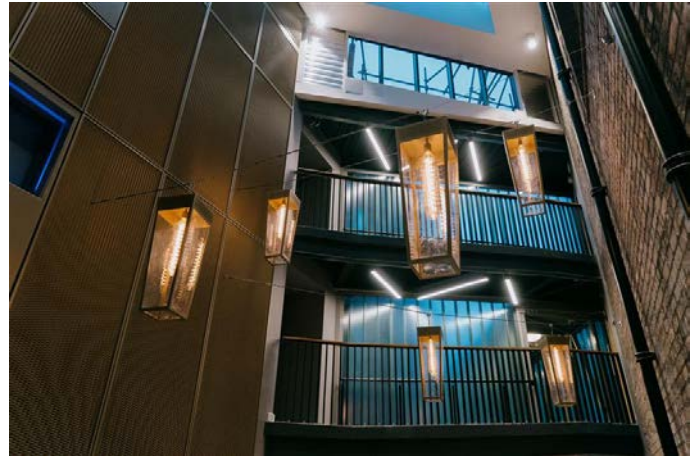




**Our communities and audiences are part of us and we are part of them.**



# Our award-winning work tours to theatre stages and concert halls throughout the North and beyond



## Who we are

Based in Leeds, rooted in the North of England and international in outlook, our award-winning work tours to theatre stages and concert halls throughout the North and beyond, including to London and major international festivals. Alongside touring opera, in Leeds we curate an eclectic artistic programme of gigs, concerts, spoken word and film in the Howard Assembly Room. We aim to make work that is bold, innovative and ambitious, always looking for new ways to share and create with audiences.

## Music for everyone

Opera North believes opera and music is for everyone, and champions diversity in artists, repertoire and audiences. Through our Learning & Engagement team, the Company connects with communities and inspires each generation, aiming to enhance the health and well being of people in the cities, towns and villages where we work through arts participation and performance. In recognition of our work with refugee groups, Opera North holds the status of Theatre of Sanctuary.

## A new home

In 2021 we moved into our new home, the Howard Opera Centre. It is a world class rehearsal facility for our orchestra, chorus and all the artists we work with, sharing the same building as our new education studio where everyone is welcome to learn about and make music. We have also created a modern flexible working environment for our staff and given our venue, the Howard Assembly Room, a new lease of life with a dedicated entrance and public spaces, together with restaurant and bar in the heart of Leeds.

## Leeds as a capital of culture

Leeds is the only city in England outside of London to have a resident full time opera company, ballet and repertoire theatre as part of a diverse, collaborative and thriving cultural scene. That rich offer has been complemented by a growing tech sector. Surrounded by the stunning Yorkshire countryside including the Dales, Moors and North Sea coastline, Leeds is a fantastic place to live and work.

# Main purpose of the job

The Schools Programme Assistant provides administrative support to the Schools Programme team to ensure efficient and effective programme delivery.

## Position in organisation

- Reporting to the Schools Programme Manager

## Key Accountabilities:

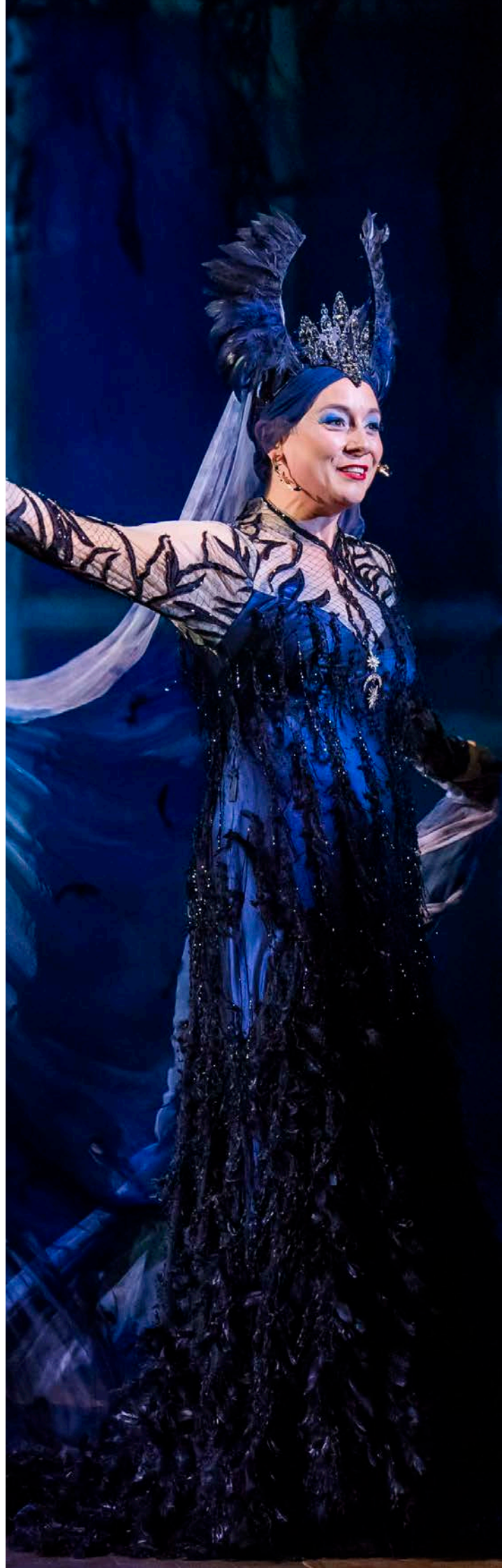
- Undertake administrative tasks as required to support the planning and delivery of the Opera North Schools Programme; ensuring projects are delivered to the highest possible standards to enable the strongest possible outcomes for participants.
- Support and liaise with tutors, artists, participants and other stakeholders where required; troubleshooting practical issues as and when they arise and working with colleagues to keep projects on track with agreed aims and objectives.
- Provide an active administrative presence at workshop sessions, rehearsals and events where required, to create a welcoming environment for participants and appropriate support for delivery staff.
- Maintain excellent working relationships with all relevant stakeholders, internal and external, including schools, teachers, participants, parents and partner organisations, ensuring that Opera North is always represented positively.
- Contribute to the development of Schools Programme activity, working closely with colleagues across the Learning & Engagement Team.
- Perform related duties that may reasonably be assigned within the level and scope of the post.





## Additional responsibilities

- Attend performances – whether rehearsals or shows
- to ensure a good understanding of the work of the company to inform the efficacy of campaigns.
- Some weekend or evening work as required.
- Any other duties as may reasonably be required within the level and scope of the post.
- Ensuring the highest standards of professional performance are maintained.
- Supporting and wherever possible contributing to equality, diversity and inclusion within the organisation.
- Taking reasonable care of your own health and safety and that of any person who may be affected by your acts or omissions, including following Opera North health and safety procedures and co-operating with the organisation on health and safety issues.
- Participating in arrangements for performance review and appraisal.
- Ensuring that professional skills are regularly updated through participation in learning and development activities.



# Person specification

<b>Qualifications:</b>	Tertiary level education in a relevant field or training and/or professional work experience in music or performing arts.
<b>Experience / skills required:</b>	Entry level experience of working in an administrative capacity
	Entry level experience of monitoring a budget
	Entry level experience of proficiency with Microsoft Office suite
	Entry level experience of event and/ or project management
	Knowledge of Safeguarding and Child Protection issues
<b>Functional competencies:</b>	Excellent administration skills with a strong attention to detail; an ability to plan and prioritise many varying tasks effectively.
	Excellent communication and presentation skills, both written and spoken, and strong interpersonal skills and relationship building skills with people of all ages and at all levels, internally and externally.
	A proactive and motivated mindset, with demonstratable experience of taking the initiative.
	Collaborative and receptive team player, with the ability to work effectively as part of a team.
	Ability to remain calm, work confidently under pressure and anticipate issues.
	Enthusiasm and receptiveness to change, with an aptitude for problem-solving.
	A passion for working in arts and culture.
	An interest in supporting young people's learning.
<b>Special Features:</b>	As this post supports work in school settings, a DBS Enhanced Clearance is required.
	As this role supports work in school settings, a good standard of personal presentation is required.
	As a member of the wider Learning & Engagement team, this post requires the ability and flexibility to work evenings and weekends where required.

# Terms and conditions

**Contract type:** Full-time, permanent

**Salary:** £23,400

**Hours of work:** 35 hours per week; Monday – Friday 9am to 5pm

**Holiday entitlement:** 33 days inclusive of 8 statutory holidays, per annum

**Pension:** Opera North will automatically enrol you into the company pension scheme upon appointment and after 3 months' service will contribute equivalent to 5.5% of your basic pay, should you meet the current legislative criteria. You will be required to make a personal contribution of 2.5% of your basic pay. We reserve the right to make future changes to our pension arrangements.

## Equity, diversity and inclusion

We promote equity, diversity and inclusion in our workplace and make recruitment decisions by matching our needs with the skills and experience of the candidate. As we work to address underrepresentation in our workforce, we are particularly keen to hear from applicants from the global majority or those with other protected characteristics.

The successful candidate must have the right to work in the UK or be ready to obtain it.

## General responsibilities of everyone who works for us:

- Represent the company values and purpose to create extraordinary experiences everyday
- Work collaboratively and co-operatively with all team members and take an active part in team meetings and discussions
- Be an ambassador for Opera North and follow our policies and procedures
- Play your part in ensuring that everyone who comes through our door is welcomed and treated with respect

## How to apply

To apply for this role, please send a CV and covering letter via the Hireful website.

If you need any help completing your application including any adjustments to the application process, and if you are applying under the Disability Confident Committed scheme please contact [appointments@operanorth.co.uk](mailto:appointments@operanorth.co.uk) to make us aware.

**Good luck with your application and we look forward to hearing from you.**



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