



GARSINGTON OPERA
AT WORMSLEY



Learning & Participation Projects' Officer
(Full-time, fixed-term contract March-August 2025)



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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 will provide state of the art rehearsal spaces, production workshops, café, offices and a home for our acclaimed community programme and world-class Young 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.

A woman with red hair, wearing a long green dress, is performing on a stage. She is looking upwards and to the right, with her hands clasped in front of her chest. The background is dark with some green lighting effects.

The Role

Garsington Opera is seeking a Projects' Officer to support all aspects of the L&P programme over the busy summer season with a specific focus on the *OperaFirst* schools' project and Youth Company production. The role will report to the Head of Learning & Participation and work closely with the Learning & Participation Producer and Youth Company Manager.

This is a full-time role which includes some evening and weekend work. The role will be based at Garsington Studios (with the potential of some hybrid working) with the exception of a number of in-school workshops in and around Buckinghamshire and Oxfordshire.



Job Specification

Post: Learning & Participation Projects' Officer

Reporting to: Head of Learning & Participation

Salary: £24,000-£26,000 pro rata depending on experience

Application deadline: 9am on Tuesday 7 January 2025

Interview date: Week commencing Monday 13 January 2025

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

This role is subject to an enhanced DBS check. The postholder will be required to undertake safeguarding/chaperone training and hold a professional chaperone licence.

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

Main Responsibilities

- Provide administrative support to all GO Participate (GOP) programmes
- Support the creative teams at in-school workshops
- Support the Youth Company Manager on all rehearsal and performance days
- Support all other GOP events such as Discovery workshops, *OperaFirst* performances etc
- Coordinate Youth Company alumni events
- Assist with the administration of DBS certification
- Assist with the project evaluation and work with Garsington Opera staff and external evaluators to supply requested information
- Maintain an up-to-date database of all creative personnel, company members and schools
- Update and maintain database of community members
- Sort and create a catalogue of L&P props, costumes and resources
- Assist with the administration of the Arts Award.

General Administration

- Organise resources for projects where required
- Maintain accurate records and ensure all documentation is saved securely in the Garsington SharePoint folders and visible for all members of the team
- Ensure all documentation follows the Garsington Opera protocol and is consistent with all other records
- Ensure the smooth flow of information/communication between teams
- Deal with general enquiries.



Skills Required

Essential

- Experience of working with children
- Understanding of Safeguarding protocols
- Understanding of the school environment and the needs of teachers
- Excellent communication and people skills
- Excellent organisation skills and attention to detail
- Excellent Microsoft Office (Word/Excel) skills

Desirable

- Experience of working in the Arts
- Knowledge of SharePoint
- Knowledge of Tessitura
- Knowledge of the Arts Award
- Understanding and enjoyment of opera/the Arts
- Ability to read music



How to Apply

The closing date for applications is **9am on Tuesday 7 January 2025** and should be submitted 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 one page
- Summarise why you are interested in this post
- Highlight any relevant experience
- Detail your notice period (if any)

Successful applicants will be contacted and invited for interview. If you have not heard from us by Friday 10 January you should assume that your application has not been successful. We are also unable to give feedback on applications that do not reach the interview stage.

First round interviews will take place week commencing Monday 13 January 2025



Garsington Opera

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