



GARSINGTON OPERA
AT WORMSLEY



Youth Manager (Freelance)



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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 singing on a stage. She has her hands clasped in front of her chest and is looking upwards. The background is dark with some greenish light effects.

The Role

Garsington Opera is seeking a freelance Youth Manager for the busy summer season. With primary responsibility for the young people's wellbeing and safeguarding, the Youth Manager is responsible for ensuring that all youth activity in the GO Participate Learning and Participation programme runs smoothly and effectively. The role will report to the Head of Learning & Participation and work closely with the Creative Director.

The post-holder must be able to commit to the youth schedule of activities across the term of the contract although there may be scope for cover on occasion. It is anticipated that all sessions will take place at Garsington Studios/Opera. The youth schedule of activities can be found in the appendix at the end of this document.



Job Specification

Post: Youth Manager

Reporting to: Head of Learning & Participation

Fee: £6500-£8000 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 certification, professional chaperone licence/training, first aid and unconscious bias training.

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 Areas of Responsibility

- Take responsibility for the safety and well-being of the young people across all youth activities
- Act as Youth Company Manager for the Youth Company Production
- Support and attend the Youth Discovery Workshops, taking responsibility for ensuring that they are adequately staffed
- Be actively involved in any Youth Company alumni activity
- Manage and assess the young people's Arts Award activities
- Manage Youth Company activity in relation to them attending the OperaFirst schools' main stage performance taking responsibility for the young people at the performance if required

Welfare and Safeguarding

- Provide a friendly, welcoming and supportive environment to ensure all young people feel happy, safe and respected
- Take responsibility for the safety and well-being of the young people and ensure there is support and supervision in relation to their needs
- Ensure that the Safeguarding Policy is followed at all times and report any safeguarding concerns immediately
- Ensure sessions are staffed appropriately and book/manage a team of chaperones where necessary
- Ensure any allergies are managed appropriately
- Ensure all relevant consent/permissions are in place for participation and publicity.



Youth Company Production

- Company manage and attend all Youth Company and Youth Chorus rehearsals and performance
- Work closely with the Head of L&P/Producer, Creative Director and creative team regarding the rehearsal process
- Ensure the smooth flow of information between creative/production teams, chaperones and staff
- Communicate all information to parents and young people, as well as responding to all participant/parental communication, in between rehearsals, in a timely manner
- Ensure that sessions are adequately resourced and that relevant documentation is prepared for each rehearsal - registers, emergency contact numbers etc
- Complete and share rehearsal report forms at the end of every session
- Ensure adequate dressing spaces are provided for all members of the Youth Company
- Collaborate with the Garsington technical team in liaison to the youth production team and support with staffing if necessary
- Organise the BOPA licence and prepare all required documentation
- Ensure all relevant photographic consent/permissions are in place
- Liaise with the technical staff to ensure risk assessments are in place and adhered to



Other Youth Activities and General Administration

- Liaise with the L&P Producer regarding the OperaFirst performance and assist with the logistics in relation to the Youth Company. Be prepared to take responsibility of the young people at the event if necessary.
- Take responsibility for the young people at the Discovery Workshops and ensure the workshops are adequately staffed
- Assist with the organisation of the Discovery Workshops in relation to the welfare and logistics of the young people
- Maintain accurate records and ensure all documentation is saved securely in the Garsington SharePoint folders and visible for all members of the team
- Assist with the project evaluation and work with Garsington Opera staff and external evaluators to supply requested information
- Record statistics and feedback required for evaluation purposes
- Prior to the end of the contract ensure all information relating to the young people is accurate and up to date



Skills Required

Essential

- Experience of working with children either in an education or arts setting
- Ability to take ownership of all activities and deliver them using your own initiative
- Ability to stay calm under pressure
- Excellent communication and people skills
- Understanding and experience in safeguarding
- Excellent organisational skills and attention to detail
- Excellent Microsoft Office (Word/Excel) skills

Desirable

- Knowledge of entertainment licensing rules and regulations
- Experience of working with chaperones/managing staff
- Mental health training
- SEND experience
- Knowledge of entertainment licence and regulations around working with children
- Professional chaperone licence and training
- Unconscious bias trained
- Qualified first aider
- Trained Arts Award adviser
- Knowledge of SharePoint
- Understanding and enjoyment of opera/the Arts.



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.



Appendix: Youth Schedule Summer 2025

Date	Time	Details
Monday 7 April	Daytime	Company rehearsals
Tuesday 8 April	Daytime	Company rehearsals
Wednesday 9 April	Daytime	Company rehearsals
Thursday 10 April	Daytime	Company rehearsals
Friday 11 April	Daytime	Company rehearsals
Saturday 12 April	Daytime	Chorus rehearsals
Saturday 26 April	Daytime	Company/Chorus rehearsals
Sunday 11 May	Daytime	Company rehearsals
Saturday 14 June	Daytime	Discovery Workshop
Sunday 15 June	Daytime	Company/Chorus rehearsal
Saturday 21 June	Daytime	Chorus rehearsals
Saturday 5 July	Daytime	Company rehearsals
Sunday 6 July	Daytime	Company rehearsals
Saturday 12 July	Daytime	Company/Chorus rehearsal



Appendix: Youth Schedule Summer 2025

Date	Time	Details
tbc	Daytime/Evening	Principal & child soloist rehearsals
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Thursday 17 July	Afternoon & Evening	OperaFirst
Saturday 19 July	Daytime	Company/Chorus rehearsals
	Daytime	Youth Company Discovery Workshop
Thursday 24 July	Daytime	Company/Chorus rehearsals
Friday 25 July	Daytime	Company/Chorus rehearsals
Saturday 26 July	Daytime	Company/Chorus rehearsal
Monday 28 July	Daytime	Chorus rehearsals
Tuesday 29 July	Daytime/Evening	Rehearsals and Performance



Garsington Opera

Garsington Studios, Wallace Hill Farm
Stokenchurch, HP14 3YF

01494 376037

admin@garsingtonopera.org

www.garsingtonopera.org