

Artistic Administrator Job Description

Context

Every summer Longborough Festival Opera runs a two-month opera season, based at the home of Martin and Lizzie Graham. The 500 seat theatre is set in the grounds of their home overlooking the Evenlode valley. Longborough has developed its audience over the past 20 years, growing from small productions with an audience of 400 to critically-acclaimed performances with a seasonal audience of over 8,000.

We have a high work ethic and as a small team, we often help one another on all sorts of jobs when it's needed. During the summer months, additional production, stage and site teams join us at Longborough to run the season.

We are seeking an organised and friendly Artistic Administrator who is adept at juggling an array of tasks and has worked in the arts sector previously. The right candidate will have experience in contract negotiation and relationship management, proven organisational and scheduling capabilities and an excellent eye for detail.

Job Purpose

A part-time position, 3 or 4 days a week, responsible for handling all administrative tasks relating to the artists and artistic planning of our productions. The role includes the coordination of artist contracts, building excellent relations with artists/agents, coordinating artist accommodation, coordinating auditions, maintaining handbook and policies for visiting artists, and providing general administrative support to ensure the planning of each production is efficient. In addition, the person will work alongside other colleagues at Longborough Festival Opera to ensure the smooth running of the office, including ticketing, membership, events, and other related activities.

Principal Accountabilities

- Coordination of the contract process, including negotiation, contracting and invoicing of all artists and creatives
- Responsible for the efficient tracking of the artist budget within each production, working closely with the general manager
- Actively update and improve Longborough's contract documentation and processes to ensure they are fit for purpose and efficient
- Act as a point of contact within the office for all queries and administrative needs for artists, creatives.
- Coordinate the audition process, including as necessary promoting auditions, liaising with agents/artists, developing audition schedule, liaising with audition panel and organising auditions.
- Coordinate all N/A (non availability) requests, liaising with director, conductors, creative and other relevant staff to minimise impact on rehearsal process

- Help to coordinate the chorus schedule, liaising with directors, conductors and other member of creative and production teams
- Ensure all artists from outside the UK have the appropriate right to work certification and helping with any tax matters.
- Organise accommodation for singers, creatives and crew, and develop strong relationships with local supporters who provide the accommodation
- Prepare and maintain welcome materials and handbook for visiting artists
- Manage ticket requests from all artists, creatives, crew, orchestra
- Develop strong relationships with colleagues, agents, audience, members, cast, creative teams, crew
- Undertake other administrative tasks as required, in particular support to box office.
- Abide by and enforce the theatre's rules and processes and ensuring they are communicated to all visiting artists.

Person Specification

Experience and Knowledge

- Experience (ideally 2+ years) in arts administration
- Experience in negotiating contracts in performing arts sector
- Educated to a degree level of equivalent
- Passionate about the arts ideally with specific knowledge of opera
- High level of computer literacy, including majority of Microsoft office products
- Working knowledge of agents, performers, creatives is desirable

Skills

- Exceptional administrative and organisational skills
- Excellent communicator with a friendly, approachable and professional manner
- Proven ability to deliver to objectives and work consistently under pressure
- Excellent proof-reading skills and attention to detail
- Confident at working with senior creative and management teams, principal artists, agents
- Efficient at tracking financial budgets

Further Requirements

- Ability to travel, UK driving license
- Flexibility of hours, able to work nights and weekends during performance season

Additional Information

Location

The administrative office is based in Longborough, Moreton-in Marsh, Gloucestershire, GL56 0QF

Terms of Employment

This is a permanent, part-time contract, subject to a 3-month probationary period.

The role is part-time, negotiable at 3-4 days a week. After the probationary period, the notice period is one month.

Salary Range

£22,000-£25,000 pro rata, dependent on experience

Holiday Entitlement and Benefits

20 days per annum (pro rata) plus public and bank holidays. Employee Pension Scheme

Hours

Normal office hours are 9:30 to 17:00 Monday to Friday but you may be required to work outside of these hours.

Application Process

Please electronically submit your CV and a covering letter to Jennifer Smith, General Manager, no later than **Friday, 26th August 2016**. In the covering letter, please explain your suitability for the role, why you are keen on the role and your current, or most recent, salary.

Please include details of two referees, stating at what point in the recruitment process each of them may be contacted. We will not contact your referees without your permission.

Interviews will take place between 31st August and 2nd September 2016.

Contact Details

Jennifer Smith, General Manager

E: jen@lfo.org.uk

T: 01451 830 292

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.