



LONGBOROUGH
— FESTIVAL OPERA —

Artistic Producer Job Description

Context

Longborough Festival Opera is a hidden gem of the Cotswolds: an intimate, 500-seat purpose-built opera house, set overlooking the spectacular views of the Evenlode valley, that every summer hosts a Festival that has gained an international reputation. Over the last twenty years Longborough has gone from strength to strength, and now welcomes audiences from far and wide. Audiences have grown from 400 in 1991 to more than 9,200 tickets issued in 2018.

Each year the brightest stars of the UK opera scene join talented designers, directors and conductors for productions created especially for the Festival. Longborough's Wagner programme explores an innovative approach, offering an experience which cannot be had anywhere else in the world. Longborough has long been known for showcasing upcoming Wagnerian singers, the 500-seat theatre well suited due to its small scale and sympathetic acoustics.

In 2013 Longborough achieved three complete performances of Wagner's epic *Ring* cycle, becoming the first privately-owned opera house to have mounted such a production. The success of the *Ring* was a landmark for the charity, creating a new momentum and confidence to create large-scale productions on minimal budgets.

And we are continuing on that journey – we are planning another new *Ring* cycle for 2023, the most ambitious artistic work that any opera house can undertake. We begin with *Das Rheingold* in 2019. Additionally, Polly Graham joined us in 2018 as our new Artistic Director. Longborough is at an exciting time of development with many aspirations and plans. The role of Artistic Producer is a new position and will help us devise and deliver a range of artistically outstanding opera productions and projects.

Job Purpose

The Producer works within the Artistic team to deliver the programming and produce the artistic ambitions of the organisation. The successful applicant will act as a confident project manager, overseeing the smooth running of each opera production and related projects at Longborough. This includes all aspects of the producing process, including scheduling, negotiation, liaison, contracting, budgeting and monitoring.

Key Responsibilities

The post-holder will be self-supporting and will be responsible for the day-to-day management of a range of projects, ensuring their effective planning, delivery and evaluation. This will include:

Producing

- Reporting to the General Manager, taking direction from the Artistic Director, and working with the Artistic Administrator, the post-holder will develop and monitor projects as part of Longborough's artistic programme, and in line with Longborough's artistic and strategic objectives;
- Collaborating with Technical and Production teams to ensure effective planning of technical support for projects, and understanding production timelines across the company;
- Scheduling projects, organising the relevant staffing and resources, developing project briefs and supervising all creative work;
- Ensuring appropriate timelines are put in place for all stages of the project, monitoring progress, giving feedback on plans and delivery to ensure that all work is of a high artistic quality and supports learning and creativity;
- Ensuring effective monitoring, evaluation and documentation of projects (through photography, film and other means) of projects;
- As an organisation, Longborough Festival Opera is committed to equality and diversity. The Artistic Producer will actively be part of this commitment, to help Longborough consider and implement good practice on equality and diversity across our work;
- Ensure all artists from outside the UK have the appropriate 'right to work' certification and helping with any tax matters and keeping up to date on all relevant regulations;
- Ensuring effective planning for Health and Safety for all projects and events, including undertaking risk assessments where required;
- Attendance at Longborough productions and events as required.

Finance & Contracting

- Working closely with the General Manager, drawing up and managing production budgets as directed, ensuring strict financial control;
- Effectively monitoring and forecasting of income and expenditure;
- Advising on fees and supporting the Artistic Administrator to contract artists and other personnel, including tracking payment schedules;
- Advising on contracts and collaboration agreements between Longborough and partner organisations, clarifying aims and objectives for each party and clearly outlining timelines, responsibilities and expectations.

Communication

- Ensuring a timely and accurate information flow between all departments involved in the producing process;
- Working closely with the Company Manager to ensure a high-quality experience for all those working on the operas, including the company and stage management;
- Developing and maintaining healthy relationships with singers, creative teams, technical team, stage management and musicians' agents;
- Engaging in Longborough's casting arrangements, ensuring clear processes and documentation;
- Liaising with relevant Longborough staff over production logistics, schedules, targets and budgets;
- Liaising with the Marketing and Communications Department to ensure that they are suitably informed to deliver impactful marketing campaigns;
- Keeping abreast of local, national and international developments in opera & theatre production and the emergence of performers and creative team members to ensure that Longborough is at the forefront of development in such areas;
- Developing and extending Longborough's relationships with appropriate external agencies and organisations in opera production and fostering partnerships where appropriate;
- Abide by and enforce the theatre's rules and processes and ensuring they are communicated to all visiting artists.

Other Duties

The post-holder will play an active role within the organisation and undertake other duties as required, including:

- Act as line-manager to the Artistic Administrator;
- Collaborating in the general administration and management of Longborough in all aspects of its work, and in the efficient running of the opera house;
- Contributing to the strategic and artistic development of Longborough;
- Collaboration on or assisting with the management of other projects, as directed;
- Attend project management meetings, held every 6 weeks, with the General Manager, Artistic Director, and Director of Production.

Person Specification

- Working knowledge and experience within opera, music, or theatre, and existing contacts in the sector;
- Proven experience of devising and producing high quality arts projects involving performances or productions;
- Passion for and understanding of operatic repertoire and rehearsal processes;
- Passion for the arts and a commitment to enhancing its accessibility to a wide range of groups;
- Demonstrably excellent project management, administrative and organisational skills;
- Experience of developing and managing budgets;
- Excellent written and verbal communication skills with proven experience of communicating effectively with a range of backgrounds;
- Excellent attention to detail;
- Understanding of and commitment to equal opportunities and diversity;
- Experience of liaising with a wide variety of artists, groups and partner organisations;
- Ability to deal with a diverse workload, work under pressure and manage multiple priorities, both short- and long-term;
- Commitment to go the extra mile;
- Availability to work during evenings and at weekends and to travel within and outside London as required;
- Computer literate with good knowledge of Microsoft Word, Excel and Outlook.

Additional Information

Location

The administrative office is based in Longborough, Moreton-in-Marsh, Gloucestershire, GL56 0QF. The post holder will be required to be based in the office at least 1 day a week.

Terms of Employment

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

Salary Range

£26,000-£28,000 pro rata.

Holiday Entitlement and Benefits

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

Application Process

Please electronically submit your CV and a covering letter to Jennifer Smith, General Manager, no later than **12 noon on Monday 14 January 2019**. In the covering letter, please explain why you are applying for the role, referencing the job description and include your current 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).

First interviews will take place on **Monday 21 January**, and second interviews on **Tuesday 29 January**, both to be held at Longborough.

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.