



JOB DESCRIPTION

Job Title	Emerging Artist Associate Producer
Responsible to	Director of Planning, Scottish Opera, in collaboration with General Director, Scottish Opera and Executive Director, Opera Ventures
Location	Scottish Opera Headquarters, 39 Elmbank Crescent, Glasgow, G2 4PT, other venues and on tour as required

This is a new position as part of our successful Emerging Artist Programme.

The role will develop the career of a highly motivated individual keen to build their skills and experience within the performing arts. The successful candidate will be supported by mentoring from highly experienced colleagues at Opera Ventures and Scottish Opera, and will have excellent development opportunities including benefiting from significant direct hands-on responsibility for the Opera Ventures / Scottish Opera joint venture project.

Main Purpose of the role

To work collaboratively with the Director of Planning and other key colleagues at Scottish Opera and Opera Ventures, to be the Line Producer and Project Champion for presentations of the co-production of *Breaking the Waves*, during the initial presentation in Edinburgh in August 2019 and in preparation for subsequent co-producer presentations and rentals of the production in Australia, the US and France scheduled for 2020 and 2021.

Where time permits, you will assist Scottish Opera with additional special projects such as the Operas in Concert, liaising with Scottish Opera Planning, Music, and Orchestra departments; and assisting in researching potential new projects.

Key accountabilities

The post-holder will be required to:

- Facilitate the successful delivery of *Breaking the Waves* rehearsals and performances across the planned tour (and other projects as may be allocated from time to time), acting as the principal operational contact internally and externally with co-producing partners and other presenting parties
- Foster and maintain excellent relationships with all key partners in the role as Project Champion
- Support the Creative Team, Artists and Scottish Opera teams to ensure that work is presented on tour to the highest artistic standards

Key accountabilities cont.

- Co-ordinate the preparation of co-production or hire agreements with presenting parties, as required in consultation with Opera Ventures and Scottish Opera colleagues in a timely and organised manner
- Issue and manage visiting creative team and artists' contracts and agreements where appropriate and required, using the Company's agreed templates and procedures, in consultation with the Director of Planning
- Ensure all technical and other pertinent information is passed between parties involved, including technical and staffing schedules, in consultation with Scottish Opera's Technical and Planning Departments
- Ensure all relevant promotional materials created by presenters are produced correctly and all relevant assets are made available, in collaboration with the Marketing and Communications teams of all the participating organisations
- Manage and monitor budgets for *Breaking the Waves* and other allocated projects closely, reporting to the General Director and Finance Director, Scottish Opera and liaising with Opera Ventures where required in relation to expenditure and income targets
- Support the work of guest creative teams and provide cross-company liaison in the realisation of the creative team's vision and ongoing ideas
- Provide general administrative support as required, to include processing of payments, management of agreements, circulation of production paperwork, work permits and visas and record-keeping as required
- Attend rehearsals and performances and to be available to cast and company members out of hours for assistance with arrangements as required
- Represent Scottish Opera and Opera Ventures nationally and internationally as required in connection with all presentations of the production
- Assist with, or fulfil independently, any company management duties as may be required from in connection with attendance on tour
- Assist Scottish Opera and Opera Ventures in researching potential new projects as required

General

The post-holder will also be required to:

- Work outside of standard office hours as required
- Remain flexible and adaptable to the demands and developments of *Breaking the Waves*' touring models.
- To comply with Scottish Opera policies and procedures at all times

Person specification

Essential Knowledge/Skills and Experience

- As a minimum, 2 years relevant administrative experience within a high-pressure producing or touring environment, ideally within a performing arts organisation, producing theatre or arts festival
- Evidence of strong project management skills including preparation and management of budgets
- Excellent strategic and organisational skills with experience of long and short-term planning of a programme from conception to delivery
- Demonstrable strategic thinker with a proven ability to problem-solve
- Excellent communicator with proven ability to multi-task, perform under pressure, take responsibility and make decisions
- Excellent people and team management skills with experience of working with a range of Creatives and Performers
- Collaborator with strength of character
- Knowledge of opera or theatre, and experience of working within the performing arts
- Highly proficient Microsoft Office user, including Word, Excel and PowerPoint skills
- Possess personal qualities that demonstrate high energy and resilience

Desirable

- At least 2 years' hands-on experience of producing or touring
- A passion for classical music and opera
- Musical literacy would be an advantage
- A network in the opera or theatre sector
- A demonstrable desire to build a career in the performing arts and a willingness to learn

General terms and conditions

Contract:	This is a fixed term contract for 13 months, commencing 1 July 2019 and concluding 31 July 2020
Hours of work:	Working hours are up to an average of 48 hours per week, in accordance with working time regulations, and production schedule requirements. This role requires periods of exclusive evening and weekend working, including consecutive overnight stays away from home base when touring. During rehearsal and performance periods, working hours will take account of company activity and will often be undertaken outside normal office hours. Standard office hours are 35 hours a week, 9.30am to 5.30pm, Monday to Friday with one hour for lunch.
Annual salary:	£24,000 depending on qualifications and experience
Holidays:	25 days per annum plus 10 Public Holidays
Probationary period:	3 months
Pension:	You will be automatically enrolled into a qualifying workplace pension scheme (QWPS). You will contribute 4% of your salary the Company contributes 8%.