

Job Description

Job Title:	Deputy Company Manager
Responsible to:	Company Manager
Location:	Elmbank Crescent, Production Studios, Glasgow and on tour

Main Purpose of Job

Together with the Company Manager and deputising when required, to be responsible for the management of the performing ensemble and for representing Scottish Opera Management at performances in Glasgow and on tour.

To share duties with the Company Management team with regard to Scottish Opera's day to day rehearsal and performance activity, ensuring proper attention is given to the welfare of guest artists and creative teams, children, chaperones, audio describers, actors and dancers in respect of accommodation, travel, assisting with medical appointments, payments, ticketing arrangements and administrative duties as necessary.

Where required, to liaise with venue staff during Scottish Opera's activity in Glasgow and while on tour and to represent Scottish Opera, as part of the Company Management team.

Key Accountabilities

- To share the management of the general welfare of Guest Artists (artists and creative teams, children, chaperones, audio describers, actors and dancers) whilst they are contracted to Scottish Opera.
- To act as the representative of Management at performances in Glasgow and on tour, both in the UK and abroad if required, to deal with issues in respect of the performing ensemble and front of house, including public announcements, as required.
- To arrange Guest Artists' travel in accordance with their contract requirements and working within Planning Department budgets.
- To assist guest artists with their accommodation arrangements where required, liaising with providers of accommodation and to negotiate hotel rates and manage digs lists.
- To ensure that the travel and accommodation requirements and arrangements of Guest Artists are met in a timely manner and to the required standard.
- To be available as an out of hours emergency contact on rotation and to assist Visiting Company Members where additional help and/or pastoral care is needed, for example helping with access to accommodation, hospital visits etc.
- To advise options available for medical assistance and to help with arranging appointments where possible.
- When deputising for the Company Manager, act as the main point of contact in the event that a Guest Artist is unable to perform. Coordinate cover or replacement arrangements in close

consultation with the Head of Casting, Director of Planning, Music Director/Conductor, and Head of Music. Ensure these arrangements are clearly communicated to the Staff Director, Stage Manager, Wigs & Wardrobe team, Music Staff, General Director, Press and Marketing team, and Theatre staff.

- Represent the Planning Department as part of the Health & Safety Action Group.
- To assist with additional company accommodation and travel arrangements, and administration associated with Scottish Opera Room Hires, if required.
- To work beyond immediate responsibilities, as advised by the Director of Planning, in order to support the work of the Planning Department.

Together with the Company Manager you will:

- organise catering supplies for rehearsals, green room, first night cards and gifts.
- arrange pre, interval and post-show entertaining for guests of the company, sponsorship groups etc.
- assist with the recruitment of actors/dancers for productions and arrange auditions when necessary.
- assist with the recruitment of children for productions, arranging auditions as required and to contract and make arrangements for children and chaperones.
- keep informed of Child Protection procedures and undertake training as required.
- obtain licenses for children and animals as required.

Knowledge, Skills, Training & Experience

Essential

- Strong administrative and organisational skills with excellent attention to detail.
- High standard of articulacy, numeracy and literacy.
- Ability to demonstrate initiative and provide calm leadership when under pressure, and respond quickly to situations.
- Appropriate and timely communicator, maintaining confidentiality and discretion at all times.
- Ability to mix appropriately with a wide range of people with good interpersonal skills and diplomacy.
- Willingness to travel and accompany the Company on tour.
- Willingness to be flexible in regard to working time and duties managed between Company Manager and Deputy Company Manager.
- A proactive approach in regard to making economies, improving process and driving efficient and effective working.
- Computer literate including good working knowledge of Microsoft Office.
- Driving licence.
- PVG Membership (can be arranged by Scottish Opera if necessary).
- Trained First Aid (training will be provided if necessary).
- IOSH training (can be arranged by Scottish Opera if necessary).

Desirable

- Previous experience working within an arts organisation.
- A flexible approach to getting things done.
- Demonstrable energy, enthusiasm and resilience.
- An appreciation and understanding of the arts, with a passion for Opera.
- Musical knowledge, including Opera.
- Foreign language(s).

General Terms & Conditions

Hours of work:	<p>Core office hours are normally worked Monday - Friday from 9.30 am – 5.30 pm. This role requires flexibility over working hours as these will be changeable subject to business needs and will require attendance at evening and weekend performances, with consecutive overnight stays away from home during tour periods.</p> <p>You may be required to work up to a maximum of 6 days out of 7, averaging up to 48 hours per week over a 52 week period. If you work on a 6th day, you will be entitled to a day back, normally taken within 8 weeks of accrual.</p>
Annual Salary:	£31,930.00
Holidays:	25 days per annum plus 10 days' public holidays
Probationary Period:	3 Months
Benefits:	Hybrid working available, Employer Pension contribution of up to 8%, Health Cash Plan, Perkbox, Employee Assistance Program, Cycle to work, Free access to dress rehearsals performances and discounted performance tickets.