

Orchestra Assistant - English National Opera

Reporting to the Orchestra Manager, the Orchestra Assistant is responsible for assisting the orchestra management team in helping facilitate the smooth running and effective management of the Orchestra of ENO, deputising for both the Orchestra Manager and Assistant Orchestra Manager on a regular basis. This is an entry level opportunity for those looking to learn more about music, opera and performing arts.

Key Accountabilities:

Schedules:

- Create rehearsal schedules and personnel lists for individual projects and operas, ensuring that all information is accurate.
- Liaise with the Orchestra Manager in the production and distribution of the orchestral schedules to key stakeholders and maintain the band room notice boards.
- Liaise with Company Office and producers on production requirements for the orchestra.

Staff:

- Assist in the administration of all payments and payment records to the orchestra and to extra and deputy players.
- Assist the Orchestra Management team in the selection and appointment of extra and deputy players as required.
- Create and maintain all personnel records including sickness and absence records, player records and extra and deputy player lists.

Auditions and Trials:

- Assist the Orchestra Management team in arranging all orchestral auditions and trials, and the booking of trialists.

Administration:

- Coordinate the day to day running of the orchestra department, including filing, record keeping and communication, ensuring it is organised and efficient.
- Assist the Assistant Orchestra Manager in booking venues for all external rehearsals.

Health and Safety (Orchestra and Chorus):

- Reporting to the Orchestra and Chorus management respectively, assist in the management of all issues regarding health and safety for

Indrykningsdato

13.12.2021

Ansøgningsfrist

03.01.2022

Virksomhedsnavn

English National Opera

Lokation

London

Fagområde



Musik / Sang / Lyd

Angiv type af ansættelse

Tidsbegrænset

Navn på kontaktperson

English National Opera

Søgstilling

<https://www.eno.org/about/careers/vacancies/assistant-9-month-fixed-term-contract/>

the Orchestra and Chorus.

- Assist in the management of the noise awareness programme in collaboration with the Orchestra and Chorus Management teams as required.
- Schedule and carry out area inspections and individual risk assessments as necessary.
- Investigate individual accidents at work involving members of the Orchestra, ensuring accident report forms are completed and sent to the H&S dept.

You can download our Recruitment Pack- Orchestra Assistant

To Apply

If you wish to apply, please complete Part 1 and Part 2 of the application form and the Equality and Diversity Monitoring Form and return as separate attachments to workwithus@eno.org

Application Deadline

3 January 2022