

# MUSIC. THEATRE. WALES.

## needs an Artistic Administrator/Company Manager

Based in Cardiff, Music Theatre Wales is one of Europe's leading contemporary opera companies, recognised since its formation in 1988 as a vital force in opera, presenting bold new work that is characterised by the powerful impact it makes on audiences and artists alike. Supported by the Arts Council of Wales and Arts Council England, and an associate company of the Royal Opera House, we normally produce one major UK tour every year, plus smaller scale projects and outreach work, and occasional international touring.

Small and fleet-footed, we are able to focus on the work we make and not on running an unwieldy organisational machine. We thrive on a collective willingness to test ourselves and the art form in which we work. We encourage an open, questioning and learning culture and offer people the chance to thrive and excel within a supportive team environment in which there's a shared commitment to the type of work we do – the new, the challenging, the forward thinking.

From 2018, Music Theatre Wales will be expanding to support new ways of making work, and building relationships with partner organisations, including the Royal Opera House and London Sinfonietta.

### **Artistic Administrator/Company Manager**

This post incorporates the roles of Artistic Administrator (working from MTW's office in Cardiff), and Company Manager for the company's work on tour. The post-holder will be part of a small team (see the Organigram on page 5) comprising the Chief Executive, Artistic Director, Consultant Music Director, General Manager, and in time, the new posts of Creative Producer and Admin Assistant. Freelance marketing and press consultants support the company's work, while the book-keeping function is undertaken by our accountants.

During production and touring phases, the company personnel expands to up to forty people including creative teams, singers, musicians and production staff.

The Artistic Administrator/Company Manager reports to the Chief Executive and works closely with her and with the Artistic Director and General Manager.

The post offers an exciting opportunity to play a pivotal role in a small organisation where the artistic and administrative functions are fully integrated. We're looking for someone who will demonstrate genuine commitment to the type of work we do and who is happy to work in a small and fast-paced environment. The job is likely to suit someone who is independent and self-reliant, who enjoys variety and is interested in understanding how a small and ambitious arts organisation works. A willingness to travel is essential: in 2018, for example, when we will deliver our young artist development programme, *Make an Aria*, in Bangor and tour England and Wales with an opera called *Passion* by Pascal Dusapin, the Company Manager is likely to spend up to 20 nights away from home across the year.

### **Principal Accountabilities**

- To schedule, coordinate, and manage (including some budget management) MTW's performance and outreach programme, including national and international tours and outreach projects

- To work with and support creative teams: to liaise with artists, musicians and agents over casting and contractual matters; to assist the General Manager in issuing contracts to cast, crew and ensemble and in processing their fee payments
- To fulfil the role of Company Manager on tour and for other activity as appropriate

### **Specific Responsibilities: Artistic Administrator**

#### ***Scheduling and Project Management***

- Planning and scheduling of productions and projects, both long term and weekly as appropriate
- Ensuring that production/tour schedules are accurate and up-to-date at all times
- Booking of rehearsal spaces, pianos and other equipment as necessary
- Dissemination of schedule and planning information
- Liaise with publishers (where appropriate) over delivery of scores and parts
- Management of some elements of project budgets: travel, accommodation, instrument hire, rehearsal spaces
- Maintain close contact with London Sinfonietta with particular reference to scheduling, travel and accommodation, instrument requirements and pit configurations
- Support and attend planning and scheduling meetings as required within MTW and with partner organisations
- Book and manage all travel and accommodation required for Chief Executive, Artistic Director, Consultant Music Director and General Manager as required

#### ***Artistic, casting and contractual***

- Research artists, including availability, and provide up-to-date information for casting meetings
- Set up and run auditions
- Maintain the casting and agents' database
- In conjunction with the General Manager, issue contracts to company members – performers, creatives and technical
- Manage payment of company members – performers, creatives and technical

### **Specific Responsibilities: Company Management**

This position is first point of contact for all members of the company during the lead up to rehearsals, the rehearsal period and the tour or performance and the Company Manager must strive to provide the best possible environment in which artists can give their best in performance. The Company Manager acts as the link between artists and the rest of the company and vice versa, and must ensure that senior management is kept informed of any situation that may affect the quality of performances.

Tasks/responsibilities include:

#### ***Pre-rehearsals***

- Contact company members re accommodation requirements during rehearsal and tour periods and book as necessary
- Distribute information and maps of rehearsal venues/performance venues and accommodation
- Distribute and log scores and parts as necessary and when necessary create usable parts and scores from pdfs
- Create and maintain company contacts list
- Liaise with Production Manager about all relevant technical issues relating to rehearsals and performances

- Liaise with Conductor and Sinfonietta over arrangements for Sitzprobe and ensemble rehearsals. If necessary, make rehearsal venue bookings.
- Ensure there is an accident book available for the performing Company during rehearsals and performances. Be responsible for keeping the book and recording incidents as appropriate.
- Manage licensing of children and chaperones as appropriate. Produce advance schedule of children's calls and performance allocation in conjunction with production team
- Attend production and project meetings as required

### ***During Rehearsals***

- Produce and distribute weekly call sheet: manage alterations as appropriate.
- Liaise with designer/costume supervisor and director to schedule all costume fittings. Ensure details are passed to relevant company members.
- Liaise with company members/Chief Executive over ticket requests
- Liaise with Chief Executive and Marketing Consultant to ensure that all company members have provided accurate information for the programme and the website
- Produce touring information for company members and distribute.
- Attend rehearsals as necessary

### ***Performances/On tour:***

- Assist with get-ins/get-outs/loading/off-loading, with particular responsibility for backstage signage, refreshment provisions and touring office materials
- Responsibility for the general welfare of the company. Any illnesses or accidents to be reported to the Chief Executive or General Manager immediately.
- Ensure stage management complete and circulate show reports
- Help the Chief Executive to administrate the company invitation/guest ticket list for all performances
- Act as Company ambassador to the audience and venue staff at each venue
- Liaise with front-of-house staff at each venue on tickets, programmes, display boards, pre-performance talks, feedback forms and any other issues which arise
- Collect audience statistics and ticket / programme sales figures and programme sales cash where necessary
- Ensure that all company members are aware that scores should be returned on or before their last performance, and log in scores as they are returned.
- Ensure all lists (contacts, etc) are updated at the end of the tour and filed/distributed accordingly.

### ***Other***

- To attend performances etc and to represent the company where appropriate
- Provide other support to the Chief Executive, Artistic Director, General Manager and Consultant Music Director as may be required
- For some outreach activity, the Artistic Administrator may act as Project Manager
- The company plans to create a new post of Creative Producer who will create additional projects requiring the involvement of the Artistic Administrator/Company Manager
- Understanding of and participation in some elements of MTW's social media activity

### ***Terms***

The Artistic Administrator will be expected to work 40 hours per week, including an hour for lunch each day. There will be periods when these hours are exceeded. There will be no extra pay for this work, but the company runs a time off in lieu system for work undertaken at weekends and on bank holidays.

Holiday entitlement: 20 days per year in addition to 8 public and bank holidays.

Salary: £24,000 -£26,000 depending on experience.

## **Person Specification**

The successful candidate will have a good working knowledge of the performing arts in the UK and a commitment to touring contemporary opera across Wales, England and elsewhere. S/He will have excellent project management skills and will demonstrate exemplary attention to detail.

### ***Essential***

- Relevant professional experience as an arts administrator or equivalent including successful project management experience
- High level of ICT competence and good working knowledge of social media platforms
- Demonstrable financial and budget management competence
- Musical experience – for example a music degree or equivalent, and/or personal and/or professional involvement in music and/or experience of supporting musicians
- Knowledge of and enthusiasm for opera and/or classical music
- Highly organised and self-motivated with a proven ability to use own initiative
- Evidence of effective time management skills especially when working under pressure to meet deadlines
- Excellent interpersonal and communication skills, including an ability to act consistently in a calm, diplomatic and responsible manner
- Evidence of management skills, problem-solving skills and the personal authority required to deal with challenging situations
- A practical approach and a flexible attitude with a demonstrable willingness to turn a hand to tasks, large and small
- Track record in working with integrity and confidentiality
- Commitment to MTW's role in championing the Welsh language both in Wales and internationally

### ***Desirable***

- Driving license and car owner

## **How to apply**

Covering letter plus CV including the names and contact details of two referees to be sent to Carole Strachan by email only [carole@musictheatre.wales](mailto:carole@musictheatre.wales)

**Closing date: Thursday 14 December at 5pm**

**First interviews to be held in Cardiff on: Friday 5 January 2018**

**Second interviews for short-listed candidates to be confirmed**

21.11.2017

