

Job Vacancy

Casting & Auditions Assistant (1 Year – Fixed Term Contract)

Department:	Artistic Management
Salary Range:	£16,213 - £18,013
Deadline for Applications:	Friday 22 March 2019 (12 pm)
Interviews:	Wednesday 27 March 2019

Welsh National Opera is an Equal Opportunities Employer and a Registered Charity. We encourage people from any background to apply for vacancies. We are committed to creating a workforce which is representative of society and brings together people with a variety of skills and experiences to help shape what we do and how we work. We are particularly keen to hear from Black, Asian and Minority Ethnic (BAME) and disabled candidates.

All candidates must complete an application form. Forms can be downloaded at <https://wno.org.uk/about/work-forus#Current-vacancies> and submitted electronically to recruitment@wno.org.uk or in hard copy to the HR Department, WNO, Wales Millennium Centre, Bute Place Cardiff CF10 5AL.

Our Mission

Our mission is to bring the power, drama and raw emotion of opera to as wide an audience as possible in performances, marked by an uncompromising quest for artistic quality.

As a national company with international status, we sit at the heart of music-making in Wales and play a valuable role in the communities we serve in England. We work with our partners to discover and nurture young operatic talent, and provide the springboard for international careers.

Touring is our lifeblood and we strive to present the highest quality work across our artistic programme, entertaining and inspiring audiences at our operas and concerts and providing transformative experiences through our youth and community work.

Building on our 70-year history and our roots in the communities of South Wales, we aim to demonstrate to future generations that opera is a rewarding, relevant and universal art form.

More than any other company, WNO opens up the world of opera to everyone.

Our Vision

We believe in the power of opera to transform lives.

Our Values are:

Expert our people have the talent, knowledge and skills to deliver at every level with the highest quality standards

Collaborative our work is created by people coming together and working in partnership to successfully achieve common goals

Smart we are agile and open-minded, identifying new opportunities and using our resources wisely to maximise our potential

Innovative we are unafraid to challenge ourselves creatively and professionally and actively encourage new ideas

Inclusive we embrace a diverse workplace culture where people are valued. We respect and recognise each other's differences in an environment where all can thrive

Our Goals

Goal 1: Artistic

Open up opera through presentation, content, innovation and accessibility

Goal 2: Income

Unlock our creative and artistic capital to grow our income streams

Goal 3: Audience

Grow and diversify our audiences by creating a buzz, increasing engagement and becoming unmissable

Goal 4: Relevance

Increase our relevance and inspire ownership throughout Wales, England and internationally

The energy which drives the Company today is rooted in its formation in the 1940s. In 1943, WNO was founded by a group of people from across South Wales including miners, teachers and doctors. They wanted to forge an opera Company befitting Wales's rich reputation as the 'land of song'. The first rehearsals took place above a garage in Cardiff and their first performance was in April 1946 with the double bill of *Cavalleria rusticana* and *Pagliacci*. From those early days through to today, WNO has attracted some

of the world's best opera singers, and indeed offers many young singers their first steps to international renown.

David Pountney, one of the world's most influential opera directors, joined WNO to lead the Company as Chief Executive in 2011 prior to becoming the Company's Artistic Director alongside Leonora Thomson as Managing Director in December 2015.

Welsh National Opera has been led from the pit by a series of great Music Directors and has worked with many of the art form's most influential directors; traditions which continue to this day. Tomáš Hanus joined WNO as Music Director in 2016. At its heart sit the Company's two full-time ensembles, the 40 strong Chorus and 55 strong Orchestra. The Company's funding structure is unique amongst large-scale arts organisations in the UK as it receives its core funding from both the Arts Council of Wales and Arts Council England.

The Company performs at its home base – the state-of-the-art Wales Millennium Centre, Cardiff and tours in Wales and England performing to over 100,000 people each year. Today WNO is an ensemble of passionate and committed musicians, artists, craftspeople, technicians and administrators. It employs over 230 people and has a turnover of £18m.

About Cardiff – The Home of Welsh National Opera

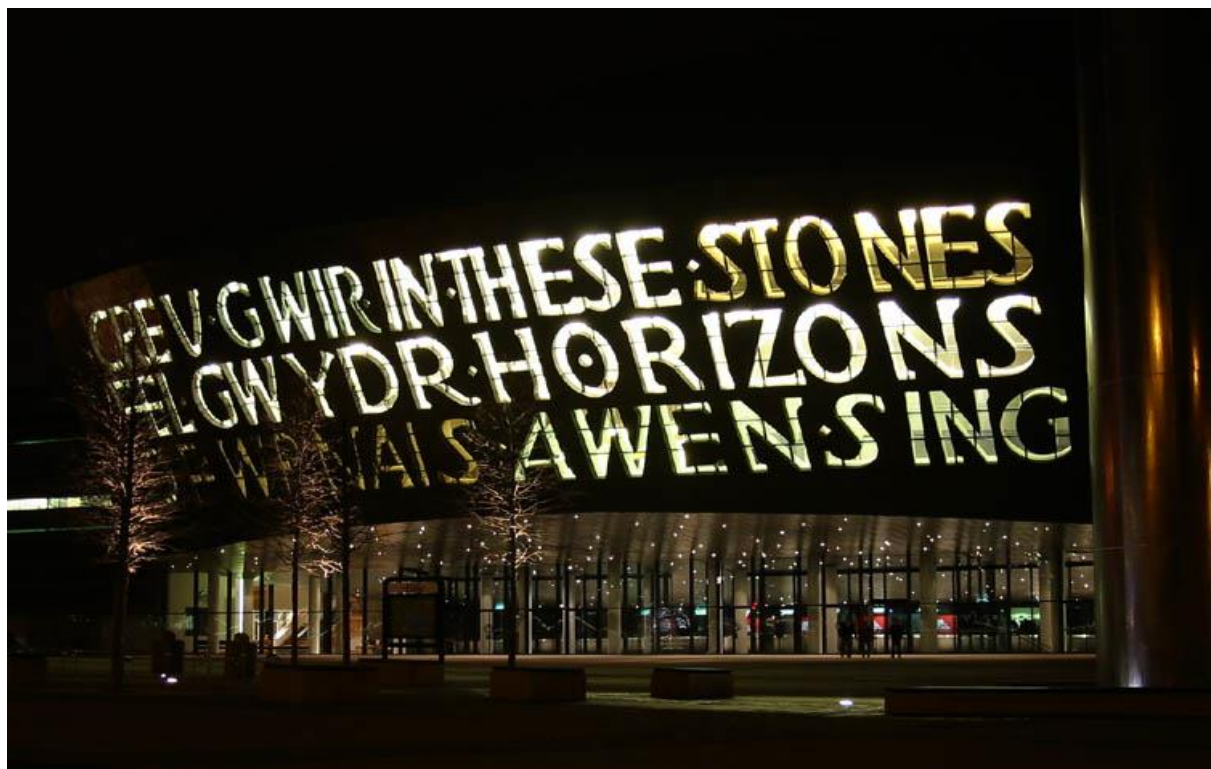
Cardiff is a city proud of its culture, history and language. The capital of Wales since 1955, Cardiff has embraced the role with vigour, emerging in the new millennium as one of Britain's leading urban centres.

Cardiff is a compact city; an ancient castle to the north of its centre; a thriving waterfront at Cardiff Bay to its south; Cardiff combines ancient history, sporting excitement, ultra-modern development, eclectic culture and activities. Cardiff is a friendly, diverse and exciting capital city, just 2 hours by train from London.

Cardiff offers a startling range of unique attractions, top class entertainment and quality shopping with a difference and is easy to explore on foot with attractions such as the National Museum Cardiff, spectacular Cardiff Castle and the impressive Principality Stadium, all within the City Centre, while Cardiff Bay is a short hop away.

Cardiff is also a thriving hub for the arts and media in Wales and internationally and a flourishing film and TV industry. Many mainstream television programmes such as *Torchwood*, *Merlin*, *Gavin and Stacey*, *Casualty*, *Sherlock*, *Upstairs Downstairs*, *The Hollow Crown* Shakespeare series of plays and *Pobl y Cwm* are all being produced by BBC Wales and S4C, with *Doctor Who* attracting fans from across the globe. Cardiff also hosts many musical events including the prestigious *Cardiff Singer of the World* annual competition which draws a huge international audience of fans to the city as well as many arts and media students who chose to study at the Royal Welsh College of Music & Drama, Cardiff School of Journalism, Media and Cultural Studies is based at Cardiff University, a member of the prestigious Russell Group of leading universities and the Cardiff School of Creative and Cultural Industries at the University of South Wales.

Along with the innovative architecture of Cardiff City Centre with its historic buildings, Cardiff Bay offers a great mix of dining, shopping, activities, waterside views, arts and entertainment for everyone. At its heart is Wales Millennium Centre, the home of Welsh National Opera.



Job Description

Role: Casting & Auditions Assistant

Location: Wales Millennium Centre, Cardiff

Responsible to: Head of Artistic Management

Main purpose of role:

To provide administrative support to the Artistic Management Department (in particular, the Casting Office) and administrative support for the Head of Artistic Management, the Casting Officer and the WNO Associate Artist Scheme.

Key accountabilities:

To provide administrative support to the Artistic Management Department/Casting Office, working in close association with the Casting Officer

- To manage the distribution of guest artists' and production team's contracts (typing and preparing as required) and monitor returns.
- To prepare, type and distribute cast lists and maintain archive copies.
- To request sets of biographies, photographs on behalf of the Marketing Department and measurements for Wardrobe Department.
- To keep archive copies of running times and other production information.
- To maintain and update the contacts and fee database.
- To update Artist pay reconciliation spreadsheets on a weekly basis
- To minute department meetings as required and maintain and update filing systems and office supplies.
- To provide the Marketing department with updates for the Web site and to monitor and check accuracy of casting and scheduling information on a regular basis.
- To deal with general enquiries from singers, other opera companies and members of the public
- In collaboration with Company Management to request copies of passports of all Guest Artist, Associate Artists and Production Teams. To maintain a record of passport numbers and expiry dates and request up to date copies as required.
- Under the supervision of the Casting Officer, to monitor requirements for Work Visas and Certificates of Sponsorship.

To manage, schedule and run general auditions and children's auditions

- To deal with all general audition correspondence for singers, actors and children auditions.
- To keep the auditions database up to date.
- To run the auditions on the day – meeting auditionees; allocating warm-up rooms; providing paperwork for the audition panel; ensuring the audition venue is set-up appropriately.

To provide administrative support to the Head of Artistic Management and Casting Officer

- To deal with post, undertake typing and photocopying as required and co-ordinate meetings and arrange travel as required.

To provide administrative support for the WNO Associate Artist Scheme and to support the running of the National Opera Studio Residency

- To deal with post and all correspondence for the Associate Artists Programme and undertake typing and photocopying as required.
- To assist the Casting Officer in coordinating meetings and booking venues for master classes and training sessions as required and arrange travel for visiting artists.
- To assist the Casting Officer in setting up and running the National Opera Studio residency.
- To undertake other duties commensurate with the role as and when required.

Health & Safety

The post carries responsibility for Health & Safety issues at level 6 (see attached).

Casting & Auditions Assistant

Person Specification

The Casting & Auditions Assistant will be able to demonstrate:

- Highly methodical and accurate approach to work.
- Ability to work quickly and efficiently, occasionally under pressure.
- Ability to prioritise and work to deadlines.
- A flexible and adaptable approach, a team- player.
- Pleasant and confident telephone manner.
- Excellent communication skills (written and oral).
- A "can-do" attitude
- Self-reliance, dependability, confidentiality and punctuality.

Essential knowledge and skills:

- A keen interest in opera and singers.
- Educated to A Level, preferably University standard. This is an ideal opportunity to develop a career in Arts Administration.
- Basic understanding of budgets.
- Demonstrable experience of working in a busy office environment.

Desirable knowledge and skills:

- Music qualifications - A Level or University degree and practical music examinations

Employee Benefits

Pension

All employees are automatically enrolled into WNO's Stakeholder Pension Scheme (the "Plan") or such other registered pension scheme as may be set up by the Company as a Qualifying Workplace Pension Scheme three months after joining the Company, subject to satisfying certain eligibility criteria.

Maternity/ Paternity/ Adoption

We offer a generous scheme which provides payments in addition to statutory provisions.

Corporate Leisure – Gym Membership

All employees are eligible to obtain the Active Corporate Card operated by Cardiff City Council which is available at a 25% reduced rate and covers various leisure facilities throughout Cardiff.

Discounts

The Wales Millennium Centre offers discounts to residents at selected outlets within the building and selected restaurants around Cardiff Bay on presentation of ID cards.

Discounted Cinema Tickets from Cineworld

Please contact HR for an access code.

Staff Parking Discount with Q Park

We have a corporate rate with Q Park, Pierhead Street (opposite WMC).

Main Terms and Conditions

- Salary £16,213 - £18,013 depending on experience per annum payable monthly by credit transfer to bank.
- The offer of an appointment is subject to receipt of two references that are satisfactory to the company.
- The appointment is subject to a probationary period of six months.
- Termination during the contract period is by one months' notice on either side.
- Normal office hours are 9.30 to 5.30, Monday to Friday, with a 1-hour lunch break, but it should be understood the job involves regular work outside these hours and therefore there is a need to be flexible in working outside normal office hours and at weekends.
- Holiday entitlement is 25 days per annum (pro rata during first year of employment).
- Sickness benefit during the probationary period is at the statutory minimum. Entitlement after completion of the probationary period (26 weeks qualifying period) is a maximum of 13 weeks at full salary and 13 weeks at half salary, inclusive of statutory sick pay in both cases.
- The Company offers a contributory pension scheme.

Health and Safety

Individual Responsibilities

All Employees

(Level 6)

Every employed person, including Managers.

Responsibilities

All employees are responsible for:-

The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.

Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.

Reporting promptly to the appropriate Manager potential or actual hazards and defects.

Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.

Knowing the correct action to be taken in the event of an accident, fire or other emergency.

Co-operating with Management and other employees in meeting statutory requirements.

Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instruction.