

Job title:

# Editorial Officer

Responsible to:

**Head of Publications, Print, Design & Brand**



[wno.org.uk](http://wno.org.uk)

Welsh National Opera exists to bring the power, drama and raw emotion of opera to as wide an audience as possible. As a national Company with an international status, WNO's fundamental aim is to entertain and engage audiences at our operas, concerts and events. Building on our 75 years, with strong roots in our communities, we provide transformative experiences through our world-class performances, education, talent development and engagement work; to broaden and develop new and diverse audiences; to demonstrate that opera is a rewarding, relevant and universal art form.

## Job Description

**Department** Audience & Brand Communications Department

**Salary** £22,000 – £24,000 **Permanent**

### Main purpose of job

The role of Editorial Officer sits within the Audience Department of Welsh National Opera (WNO). The Audiences team is responsible for all WNO's main marketing and communications activities.

The main purpose of the job of Editorial Officer is to support and assist with English and Welsh editorial content generation for all WNO publications: mainscale opera programmes, midscale and concert programmes.

To contribute to other WNO campaign print, digital and website editorial for the Audiences Department and for other WNO departments as required.

To research, write and prepare Pre-Performance Talks presentations for mainscale performances and concerts each Season.

To support the Head of Publications & Print (HPP) on all WNO mainscale, midscale and concert editorial.





# Main Responsibilities



- To work closely with the HPP on editorial for main-scale, midscale and concert programmes
- Assist in commissioning editorial for programmes from freelance writers and academics
- To provide information, support and generate repertoire copy and notes to HPP as required
- To research context, existing material and historical references as required
- Liaising with Artistic Administration – to co-ordinate and update all performer and creative biographies, edit to standard in-house copy, and style conventions for all print and website needs
- To support in proof-reading and sub-editing all English & Welsh programme content for WNO Style, grammar and accuracy, ensuring correct crediting of all material as required
- Liaise with WNO's roster of Welsh translators and agencies as required
- Assist HPP in content & editorial planning, publications design, image sourcing, print scheduling and management
- Consolidate Welsh editorial role across all WNO print and audience-facing material
- To provide editorial research and content for WNO publications, website and digital projects, as required in both English and Welsh
- To generate repertoire notes for all WNO Orchestra concert activity for print & website
- To coordinate, write and update all biographies for WNO website (liaising with Artistic Administration) and other audience-facing material
- Provide English and Welsh content and proof-reading for WNO campaigns and digital channels liaising with Head of Marketing & Digital (HMD) as needed
- Write introductory pieces, news stories and pre-performance talks for each Season of operas
- Support HPP and HMD with any editorial work for Development, Programmes & Engagement print and digital as required



# General

- To cooperate with us in complying with relevant health and safety legislation, policies and procedure in the performance of the post. The post carries responsibility for Health & Safety issues at level 6 (see attached).
- To behave in accordance with our values.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To ensure compliance with our policies and procedures at all times.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the organisation.



## WNO Values

**Inclusive** We have a workplace culture where all people are respected and valued

**Collaborative** We work as a team to achieve common goals

**Dynamic** We challenge ourselves creatively and encourage new ideas

**Generous** Our people use their talent, knowledge, and skills with a generosity of spirit

**Responsible** We act with integrity and accountability



# Person Specification

## Editorial Officer

### Skills, knowledge and experience

- Excellent, creative and adaptable writing skills in both English and Welsh
- Experience of editorial and publishing work
- Extensive knowledge of operatic and classical concert repertoire
- Excellent communicator (written and speaking) in both English and Welsh, with good interpersonal skills
- Confidence in managing external suppliers and relationships
- Ability to research and write effective and engaging audience-facing content that reflects the Company's Brand & Style at all levels
- Meticulous attention to detail and proof-reading skills
- A flexible, enthusiastic and adaptable approach, a team-player
- Self-reliance, dependability, discretion and punctuality
- Able to work evenings and weekends, study days and events to promote WNO if required
- Excellent ability to research and write creative content for print and digital platforms
- Proven writing and editorial experience
- An exceptional interest in opera and comprehensive knowledge of operatic and concert repertoire
- Ability to plan, prioritise and schedule effectively and to work to tight deadlines occasionally under pressure
- Exceptional IT and computer literacy skills
- A comprehensive understanding of musicology
- Music qualifications or equivalent experience
- Fluent Welsh speaker and ability to write and edit effectively in Welsh
- Member of an orchestra or choir, or experience of music or singing performance\*
- Experience of office work/working in an arts organisation and arts administration, music or publishing sectors \*
- Ability to read orchestral music and vocal scores \*

Points marked with an asterisk (\*) are desirable rather than essential.





# 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

