

Job Vacancy

Nicholas John Dramaturg

Salary Range: £18,000 - £23,000 (dependent on experience)

Deadline for Applications: Friday 15 June 2018 (12 pm)

Interviews: TBC

Permanent

All candidates must complete an application form. Forms can be downloaded at <https://wno.org.uk/about/work-for-us> 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

Welsh National Opera exists 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.

Our Vision

We believe in the power of opera to transform lives.

Our values are:

Ambitious – our over-riding ambition is to strive for uncompromising artistic quality. This zeal and commitment is manifest in everything we do.

Intelligent – Opera's blend of theatre, words, image and music represents one of Europe's highest artistic achievements. Our work is thoughtful, considered and underpinned by expert knowledge across all disciplines.

Provocative – as opera pioneers we are unafraid to challenge both the art form and our audiences. We will create moving, powerful experiences that are life-transforming. Always inquisitive, we are unafraid to take risks.

Inclusive - we promote a workplace culture where all can thrive. This diversity is reflected and celebrated in our people, audiences, skills and artistic output.

Collaborative – Opera is the most collaborative of art forms, and our output is created by talented teams working together. Beyond the company we work positively with our many partners to help them achieve their goals.

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. 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 August 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 120,000 people each year.

Today WNO is an ensemble of passionate and committed musicians, artists, craftspeople, technicians and administrators. It employs over 250 people and has a turnover of £16m. WNO is well poised to drive the next chapter of its exciting journey having recently appointed Mark Molyneux to the position of Chair of the Board and Leonora Thomson to the position of Managing Director. 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 in December 2015. Starting with *Free Spirits* in spring 2013, David's programming centres around themed seasons which bring different but thematically-linked works together. Through these themed seasons WNO hopes to take audiences on a journey of discovery and introduce a new generation of opera lovers to this great art form along the way. Leonora works alongside David to execute strategy and build upon what is already regarded as a world-renowned organisation.

About Cardiff – The Home of Welsh National Opera

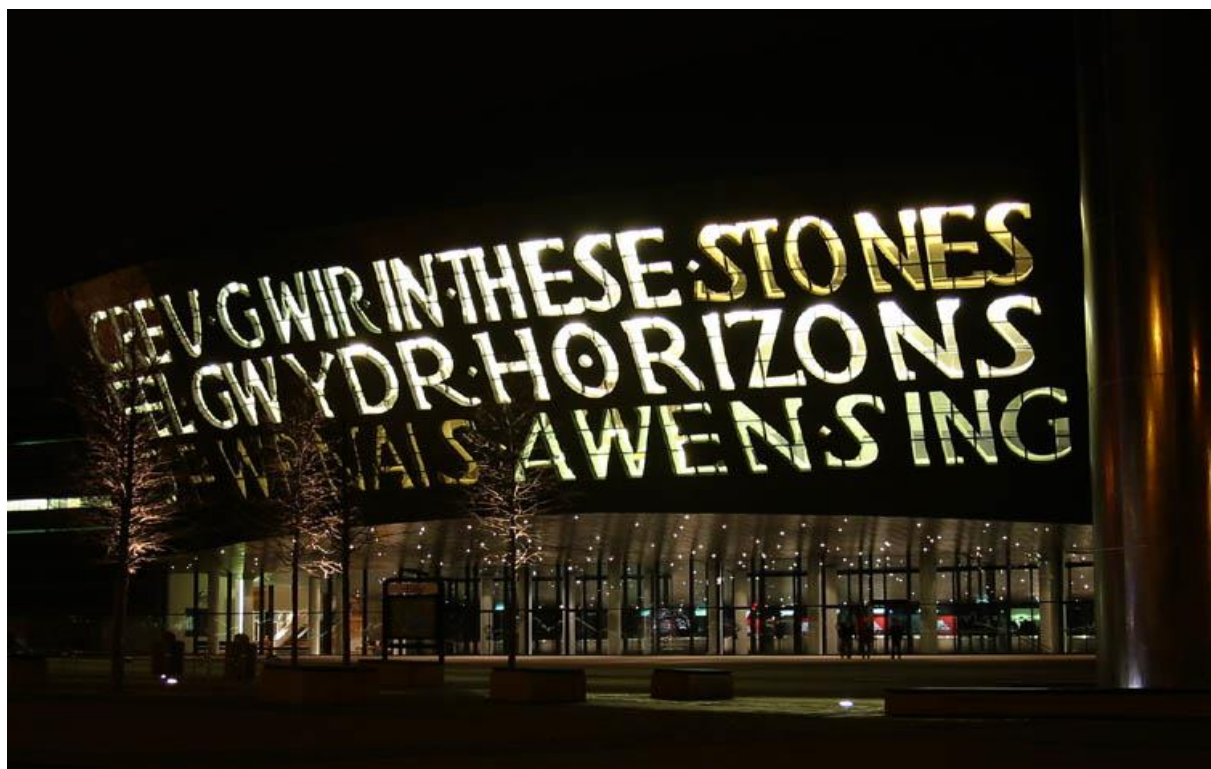
Cardiff is a city proud of its culture, history and language. The capital of Wales since 1955, Cardiff has embraced the role with vigour, emerging in the new millennium as one of Britain's leading urban centres.

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 *Pobol 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

JOB DESCRIPTION	
Job title:	WNO Nicholas John Dramaturg
Job holder:	
Responsible to:	Director of Artistic Administration and Head of Print & Design
<p>Main purpose of job – To undertake research and for opera and concerts for WNO Seasons and other work for WNO; to work with and support the Head of Print with mainscale programmes and undertake other editorial work for the Marketing department and other departments; to translate and/or prepare surtitles for WNO as required; to operate surtitles at rehearsals and performances as required; to prepare and give pre-performance talks for mainscale performances, concerts and other department events as required in Cardiff and on tour; to work with and support Director of Artistic Administration and Artistic Director and devise and coordinate introductions to new commissions to Company and advise on Development syndicate events.</p>	
<p>Organisation chart –</p> <pre> graph TD A[DIRECTOR OF ARTISTIC ADMINISTRATION] --> C[Dramaturg] B[HEAD OF PRINT, DESIGN & BRAND (Line Manager)] --> C </pre>	
<p>General Responsibilities</p> <p>1 To support the Director of Artistic Administration and Head of Print in researching operatic and concert repertoire for themed seasons for mainscale and Youth & Community Department and other work for the WNO Marketing, Development & Communications departments</p> <ul style="list-style-type: none"> To research the literary, visual, academic and intellectual background to the chosen repertoire To research and advise on versions of works and read libretti <p>2 To support the Head of Print on WNO mainscale and ICS programmes [It is anticipated that successful applicant will take over and oversee the editorial commissioning role of all programme publications in the future]</p> <ul style="list-style-type: none"> To work closely with the Head of Print on mainscale and concert programmes To provide support information, support and generate repertoire copy and notes to Head of Print as required To research context, existing material and historical references as required To source all biographies, edit to standard word count and in-house copy and style conventions To proof all content for style, grammar and accuracy ensuring correct crediting of all material as required 	

3 To provide editorial work in support of the Head of Print for the Marketing, Y & C and Development departments on publication and publicity material, including the website and social media channels as required

- To provide information and support for WNO publications including Friends Magazine, for artistic issues
- To generate programme/repertoire notes for concert activity as requested by the Head of Print and Marketing Department
- To write blogs, provide material for Twitter and Facebook feeds, and write and record introductory podcasts for each season as required
- To participate in interviews for press and submit articles for newspapers/magazines as required

4 To translate and produce surtitles for WNO Mainscale and Youth & Community performances as required and to operate surtitle machine for rehearsals and performances as required

- To translate operas and prepare the surtitles for all mainscale performances and Youth and Community performances as required
- To arrange for surtitles to be translated into Welsh for all performances in Wales
- To operate surtitle machines for rehearsals and performances as required
- To liaise over hired surtitles with commissioner and input changes
- To prepare surtitles for presentation in venues using different systems (e.g. Royal Opera House, Foreign Tours and hiring Companies etc.)

5 To deliver pre-performance talks and other talks for Marketing, Development and Youth & Community if required

- To prepare and deliver pre-performance talks for main scale performances (approximately 70 a year in Cardiff and on tour) and St David's Hall performances ICS (approximately three a year)
- To give talks for Development, Youth & Community Department, WNO Friends, and for WNO and WMC staff
- To engage speakers for pre-performance talks in consultation with line manager and D of AA if required

6 Workshops and New Events

- To work with Artistic Director/Director of AA to consider new ideas/projects for the Company
- To devise, coordinate and present introductions to new operas for Company and Development Syndicate events
- To liaise with creative teams and partner organisations (e.g. Cardiff University and RWCMD) to coordinate extra events as required

Health & Safety

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

Person Specification

The Nicholas John Dramaturg will be able to demonstrate:

- Excellent knowledge of operatic and concert repertoire
- Ability to plan, prioritise and schedule effectively and to work to tight deadlines occasionally under pressure
- Excellent communicator (written and speaking) with good inter-personal skills
- Ability to perform as an effective and engaging public speaker and represent the Company at all levels
- Meticulous attention to detail
- A flexible and adaptable approach, a team- player
- Self-reliance, dependability, discretion and punctuality
- Able to work evenings and weekends to deliver pre-performance talks, study days and events to promote WNO and on Season tours to our venues in the UK and if required, abroad
- Excellent ability to research and identify new projects for the Company

Essential knowledge and skills:

- An exceptional interest in opera and knowledge of operatic and concert repertoire
- Exceptional IT and computer literacy skills
- University Degree
- Fluent in at least one modern foreign language (writing and speaking) or up to A Level qualification or similar
- Music qualifications - A Level or equivalent and/or practical music examinations to Grade VIII

Desirable knowledge and skills:

- Welsh speaker or working knowledge of written Welsh
- Ability to speak and translate from Italian, German or Russian would be advantageous
- Recent experience of office work/working in an organisation

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.

Childcare Vouchers

The company operates a Childcare Voucher Scheme with Computershare. The scheme is a government approved, tax-efficient way of paying for childcare.

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 £18,000 - £23,000 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 of engagement during the probationary period is by one week's notice on either side. Termination thereafter is by three month's notice on either side
- Normal office hours are 9:30am to 5:30pm, Monday to Friday, with a 1-hour lunch break, however, there is a need to be flexible in working outside normal office hours
- 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 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.