

Assistant Producer Job Description

Purpose of Role:

Reporting to the Chief Executive/Artistic Director and General Manager, the Assistant Producer will manage NI Opera events and projects involving the Studio, Associate Artists and other artists.

Responsibilities:

- To source and identify artists for events and projects
- To liaise with all artists to confirm repertoire and distribute music
- To liaise with venues and event organisers
- To organise pianos, piano moving and tunings
- To attend rehearsals and performances acting as the NI Opera point of contact
- To develop proposals and pitch for future commercial events with current and new partners
- To reconcile all activity after the event/project has finished and update the NI Opera team
- To plan and facilitate audience development initiatives including insight events, introductory talks and workshops
- To facilitate the company's outreach activity with partner organisations
- To liaise with and support other departments
- To oversee the NI Opera store and equipment
- To carry out any other duties required which are commensurate with the role

Personnel Specification:

Essential Criteria

Experience

- A minimum of 2 years' recent, relevant experience at Assistant Producer level in opera, classical music or the performing arts
- A minimum of 2 years' outreach and/or audience development experience
- A minimum of 2 years' event management experience
- Proven experience of working in the arts (especially dance, classical music, opera or theatre)

Skills

- Excellent interpersonal and communication skills
- Attention to detail, with excellent organisational and problem-solving skills
- IT literate – proficient in Microsoft Office
- Excellent written, numerical and analytical skills
- Proven influencing and negotiation skills

Attributes

- Highly organised, self-motivated, proactive, positive, adaptable team player with a focus on results and timelines
- Able to multitask and remain calm under pressure
- Hands-on, practical and proactive approach
- Confidential
- Shows initiative and works independently, with minimal supervision
- Resilient and flexible
- High tolerance for ongoing change
- Good contact network

Knowledge

- Proven interest in the arts

Other

- Flexible regarding working hours
- Prepared to travel, as required by the role
- Full driver's licence
- Clearance for working with children

Desirable Criteria

- Third level qualification
- Car owner or access to a car
- An ability to read music

This is a part-time role with a salary range of £12,800-13,500 (depending on experience).
The candidate will be a key member of a small team based in an office in Belfast.