



Assistant Orchestra Manager Candidate Pack



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Your journey starts here...





English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

English National Opera is founded on the belief that opera of the highest quality should be accessible to anyone.

The award-winning ENO Orchestra is renowned for the versatility of its repertoire spanning four centuries, providing the musical landscape and emotion for all ENO productions.

As equally at home in the fun and sparkle of Gilbert and Sullivan as it is in Wagner's epic scores, it also brings to life the complexities and colours of contemporary operas including those by Birtwistle, John Adams, Tansy Davies, as well as musical theatre productions like *Sweeney Todd*, *Sunset Boulevard* and *My Fair Lady*.

With an established reputation for its Handel work, from pioneering performances with Charles Mackerras in the 1980s to new work with specialists like Laurence Cummings for the BBC Two broadcast of *Messiah* (Easter 2021), in recent years the Orchestra has also received praise for the stamina and commitment it brings to the operas of Philip Glass, including the award-winning productions of *Satyagraha* and *Akhnaten*.

Benefiting from the experience and passion of its players, the ENO Orchestra attracts some of the country's brightest talent. It actively seeks to train the next generation of players through the ENO Evolve scheme with the Royal College of Music and support a new generation of conductors through the ENO Mackerras Fellowship.

It also seeks to inspire young people in its work with the ENO Engage department, welcoming schools to its dress rehearsals, playing and recording for educational projects and participating in workshops.





Assistant Orchestra Manager

SUMMARY

Reporting to the Orchestra Manager (OM), the Assistant Orchestra Manager is responsible for assisting with the effective management and operation of the Orchestra of ENO, deputising for the OM on a regular basis as well as other duties within the Music Department as necessary.

Reports to

Orchestra Manager

Salary

Up to £32,500 depending on experience

Contract

7-month fixed term contract

Start Date

Tuesday 26 August 2025

Location

London and other locations as required.

Hours

35 hours per week. Regular evening and weekend work is required.

Assistant Orchestra Manager

Key Accountabilities

- Liaise with the OM in the production and distribution of the orchestral schedules
- Update and maintain OPAS, producing rehearsal schedules and personnel lists for individual projects and operas, ensuring that all information is accurate
- Keep the OM, Orchestra Logistics Manager (OLM) and freelance porters advised of all rehearsal and performance schedules
- Support the OM to administer all payments and payment records to the orchestra and to extra and deputy players
- In collaboration with the OM, manage the booking of all extra and deputy players as required, including sickness cover
- In collaboration with the OM and/or Music Director (MD) arrange all orchestral auditions and trials
- In collaboration with the OM schedule successful candidates for trial periods within the orchestra
- Advise the OM of all issues regarding trials and auditions
- Support the OM to manage all issues regarding health and safety for the Orchestra and cross department where necessary
- Support the OM to manage the noise awareness programme, in collaboration with Orchestra Logistics Manager required
- Manage rehearsals and performances, regularly deputising for the OM to include regular evenings and weekends
- In collaboration with the OM, establish effective working relationships with conductors, liaising with them as necessary, and providing advice and assistance regarding their orchestral requirement
- Ensure that all rehearsals and performances are run efficiently
- Manage all aspects of the ENO Evolve scheme
- Carry out any other related tasks as required from time to time. As this position grows, wider departmental responsibilities may be required



Assistant Orchestra Manager

Person Specification

Required:

- Organised and excellent attention to detail
- Knowledge of instrumentation and orchestrations
- Strong communication and interpersonal skills
- Ability to prioritise, use initiative and manage own time
- Work as part of a team
- Good Microsoft Office knowledge and ability to embrace new IT systems
- Knowledge and enthusiasm for opera, classical music and the arts
- Ability to work regular evenings and weekends
- Ability to work calmly and efficiently under pressure
- Commitment to advancing diversity in classical music/ the arts and creating an inclusive work environment

Desirable:

- Knowledge of OPAS.
- Knowledge of MU agreements.
- General knowledge of operatic/classical music repertoire

Assistant Orchestra Manager

To Apply

Please send the following to workwithus@eno.org:

- CV (Please do **not** include a headshot in your CV)
- Covering letter (500 words maximum) **or** video (2 minutes maximum) detailing your interest and suitability for the role, referencing previous projects and experience which demonstrate this

Please also submit our anonymous [Equality and Diversity Monitoring Form](#).

Please note that all applicants must have the right to work in the UK.

Application Deadline

10am, Monday 28 July 2025

1st Interviews

w/c 4 August 2025

2nd Interviews

w/c 11 August 2025



Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety

Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.



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