



Photo: Roy Campbell-Moore "Newport Legends" 2017

Executive Producer  
Information Pack  
October 2020

Dear Applicant,

Thank you for your interest in the role of freelance Executive Producer.

Operasonic is a small community opera organisation based in the heart of the Newport community. The organisation is driven by a passion for opera and the community it lives and works in. Led by our founding director Rhian Hutchings, the first five years of our work has been about opening conversations with schools, community centres, libraries, families, and artists in Newport and exploring how they influence and create opera.

Our founding director has now stepped back to join the Board of Directors. The Executive Producer role opens up the opportunity for someone new to take the lead and take Operasonic to next stage in its development. As a time-bound freelance role, the Board recognises that this will be a challenge. We are extremely committed to supporting the successful candidate to do the best job they can and find a way to continue working with us into the future.

Operasonic holds relationships with a range of freelance composers, directors, designers and producers, as well as having a strong network within the Wales arts sector. The organisation is also a member of RESEO – the opera, music and dance education network for Europe – and has been actively seeking European opportunities across the last few years. Our work is well known and respected and we hope to build our reputation further over the next five years.

Participation is at the heart of our practice and we actively support young people to develop their social and emotional skills and their artistry. This translates to how we treat our staff. We want everyone we work with to grow through their work with us. You might feel that you need more experience to apply for this job – but tell us how we can support you to do your best work. We are committed to being an equal opportunities employer and are keen to hear from a wide range of candidates.

You can find out more about Operasonic's work by visiting our website [www.operasonic.co.uk](http://www.operasonic.co.uk) . I'd be very happy to discuss the role with you, so if you have any questions or want to arrange a phone call, please do email me at [shwmae@operasonic.co.uk](mailto:shwmae@operasonic.co.uk) .

I look forward to reading your application letter.

Charles Williams

Chair of Trustees, Operasonic

## ABOUT OPERASONIC

Operasonic is a not for profit company limited by guarantee that was formed in November 2014 by Creative Director Rhian Hutchings and is based in Newport, South Wales.

Operasonic is passionate about two things: opera as an artform that connects with people in a direct and visceral way; young people and their potential and creativity.

We empower young people to own opera, as audiences, as participants, as creators, as leaders; to create it on their terms and in their communities, venues, schools, and online spaces; to reimagine how opera speaks to young people today.

We create a range of opportunities for young people to explore, create and experience opera, and to celebrate opera for young people everywhere it is created.

Photo: Roy Campbell-Moore, Mabinogion  
Chewdl a Chân 2019

## CURRENT PROJECTS

Operasonic is currently running and planning a range of different projects in the Newport community and beyond.



Nightmare Scenario is a residency project with a production at its centre which will take place in the Riverfront Theatre Studio. Community projects will lead up to the residency and perform alongside the production during the residency.

The Lullaby Project is a songwriting project concept created by Carnegie Hall. Operasonic is a Lullaby partner and plans to run Lullaby projects in Newport over the next three years.

The Gypsy Stars Choir brings together families from the Roma community in Newport to sing together. The choir is based at Maindee Primary School and Lliswerry High School.

Opera Creators is our annual opera writing holiday workshop scheme for primary aged children and their families. Performances usually take place at one of the Newport summer festivals including Maindee Festival and Big Splash Festival.

## Executive Producer

### THE ROLE

We are looking for a person with a passion for music and young people who is keen to make a difference in the Newport Community.

The successful candidate will be an organised self-starter who has the energy to drive strategy, projects and partnerships. They will be a good communicator, skilled at holding and developing relationships, budgeting and event planning.

The contract on offer is freelance and time limited. It runs across 4 months from December 2020 to March 2021. It equates to 2.5 days per week, but flexible working patterns will be discussed on appointment.

The executive director will be responsible to the Chair of Trustees and will work hand in glove with the Board of Trustees to plan and develop work.

### HOW TO APPLY

Please read the role description and person specification below and send your CV and a covering letter telling us the role is of interest to you and how your skills and experience match the role. Send everything to [shwmae@operasonic.co.uk](mailto:shwmae@operasonic.co.uk)

As an alternative to a covering letter, you can tell us about your skills and experience in a short video (maximum three minutes). We suggest you use We Transfer to send the video to make sure the video arrives.

The deadline for submission of applications is Friday 20<sup>th</sup> November at 5pm

You will be informed if you have been invited for interview by Wednesday 25<sup>th</sup> November  
Interviews will take place on Friday 27<sup>th</sup> November

If you have any other special requirements to enable you to apply for this role, please let us know by emailing [shwmae@operasonic.co.uk](mailto:shwmae@operasonic.co.uk)

## EXECUTIVE PRODUCER

### Role Description

The Executive Producer Role is a part-time freelance contract equating to 2.5 days per week for a duration of 4 months from December 2020 to March 2021.

The role encompasses the following responsibilities:

- project management for Operasonic projects including Nightmare Scenario, Gypsy Stars Choir, Lullaby Project, Opera Creators
- development of funding applications and fundraising campaigns in collaboration with the Board
- management of contracting and payments for freelance staff
- accounting and budgeting for Operasonic projects
- development, planning and delivery of the Operasonic business plan

- management of Operasonic social media channels
- managing and undertaking Disclosure and Barring checks
- development of new partnerships and relationships for Operasonic
- representing Operasonic and its vision at key events and meetings

What would success look like?

- Finding funding to enable continuation of role
- Successful funding applications achieved
- Existing projects planned and underway
- A well-developed business plan in place for Operasonic's future

Key Features of the role:

- ability to travel to Newport to attend sessions
- Ability to work from home or from Operasonic office
- a working knowledge of digital platforms and social media, including zoom, google, facebook, twitter
- regular events at evenings and weekends
- mentoring and training available to support development

Knowledge, and Experience

Essential	Desirable
Project management skills of arts projects	
Budgeting skills	
Contracting and payment experience	Accounting systems packages e.g. XERO
Knowledge of the arts sector in Wales	Knowledge of the opera sector
Experience of managing artistic processes	Experience of leading artistic projects
Experience working with children and young people	Experience of Child Protection Procedures and DBS Check procedure
Experience of working with schools	
Experience of producing live theatre or events	Experience of producing opera
Experiences of working in partnership	Experience of building partnerships
Experience of working bilingually	Welsh Speaker
Experience of contributing to fundraising	Experience of writing funding bids