



# Visiting Production Coordinator 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.**



## Visiting Production Coordinator

### SUMMARY

This role will be pivotal in supporting the Head of Technical and Commercial Programming department, to ensure the successful delivery of productions and events hosted at the London Coliseum. This flexible role requires a proactive, organized, and multi-talented individual who is not only technically knowledgeable, but also adept at building relationships and creating a seamless experience for external productions. The successful candidate will play an integral role in ensuring that the London Coliseum continues to be a world-class venue for productions and events.

### Reports to:

Head of Technical

### Salary

£39,706.50 per annum

### Holiday Entitlement

25 days plus public holidays

### Location

London Coliseum

### Hours

40 hours per week

## Visiting Production Coordinator

### Key Accountabilities

- Act as the main liaison and point of contact between the visiting companies and the London Coliseum's technical and producing departments.
- Arrange pre-production and production meetings with external production teams (minuting where necessary)
- Provide onstage presence on production days, ensuring smooth technical operations.
- Organize and run toolbox talks onstage.
- Monitor health and safety practices of both London Coliseum and external production staff during the access period.
- Work with the ENO production teams to coordinate transport requests, wardrobe, stage management, orchestral and room hire requirements (where necessary)
- Be present during key days, such as first nights, guest nights and site visits.
- Coordinate FOH and event requirements for the visiting company.
- Monitor the London Coliseum's Hire inbox, responding promptly to all enquiries.
- Organise and update the enquiry database.
- Organise schedules and event documentation.
- Collate, store, and share technical information with relevant teams, including updating stage plans.
- Communicate health and safety requirements and manage the collection of necessary documents
- Pull together additional charges for settlement including FOH, events, catering, technical and security recharges alongside finance and commercial programmer.
- Arranging technical hires and purchasing consumables and equipment.
- Process purchase orders.
- Any other tasks to support the London Coliseum in hosting visiting productions, which may not be a part of the regular job duties.



## Visiting Production Coordinator

### Person Specification

#### Required:

- Previous experience working in production or event coordination.
- A broad understanding of all technical departments and requirements of a large producing and receiving house.
- Strong multitasking abilities and a flexible approach to managing varied responsibilities.
- Knowledge of CAD software and the ability to interpret ground plans and technical documents.
- Excellent administrative skills and proficiency in computer software such as Word and Excel.
- Strong organizational and time management skills.
- Excellent interpersonal and communication skills
- Ability to work flexible hours, including weekends and evenings.

#### Desirable:

- Ability to work effectively under pressure and to tight timescales.
- Problem-solving mindset and ability to adapt to challenges calmly.
- A friendly and committed approach to working collaboratively.

## Visiting Production Coordinator

### To Apply

Please send the following to [workwithus@eno.org](mailto:workwithus@eno.org):

- CV
- Covering letter (500 words maximum) **or** video (2 minutes maximum) detailing your interest and suitability for the role

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

### Application Deadline

10am, Monday 19<sup>th</sup> May

### 1<sup>st</sup> Interviews

w/c 27<sup>th</sup> May (online)

### 2<sup>nd</sup> Interviews

w/c 2<sup>nd</sup> June (in person)



### 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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