

**PLACEMENT DESCRIPTION**  
**DEVELOPMENT DEPARTMENT**

<p><b>ORGANISATION</b></p>	<p>Opera Holland Park</p> <p><a href="http://www.operahollandpark.com">www.operahollandpark.com</a></p> <p>Surrounded by the beautiful formal gardens and the wild woodlands of Holland Park, our canopied open-air auditorium is the perfect place to enjoy critically acclaimed opera in the heart of London.</p> <p>Although we are a small team of 15 we employ over 500 people each Summer. 5 different productions, 50+ nights of opera and operetta and visiting companies The Royal Ballet School, Waterperry Opera and Notting Hill Carnival bring in audiences of 30,000 people each season.</p> <p>Our Inspire Programme lies at the heart of the company and incorporates all our education and outreach projects and ticket schemes. Musical activities and concerts for the old and young in our community can transform lives and help to reduce loneliness, raise aspirations, achievement, confidence and creativity. Working in care homes, hospices and schools and local charity partners we reach 5,000 people each year.</p>
<p><b>Contact</b></p>	<p>Emma Mark  Trusts and Foundations Manager  <a href="mailto:emma.mark@operahollandpark.com">emma.mark@operahollandpark.com</a>  w: 020 3846 6214, m: 07982 017772</p>
<p><b>Role or Department of placement</b></p>	<p>Development Department</p>
<p><b>Summary of role – tasks/duties</b></p>	<p>Working within the Development team in the run up to and during our busy summer opera season.</p> <p>Initially you will be based in the office (Pembroke Road, W8 6PW, nearest tube station Earls Court) working with the Development team, currently comprising a Trusts and Foundations Manager, an Individual Giving Manager and Development Officer. You will become involved in a variety of administrative tasks during which time you will learn about all aspects of memberships and fundraising.</p> <p>From the end of May to mid August your time will be split between the office and the theatre in Holland Park. This is a more physically active time and particularly in the run up to</p>

	<p>opening night can mean all-hands-on-deck. During the season you will be meeting and greeting donors and be able to observe the theatre in action.</p> <p>Some of the tasks you may be involved with include: researching potential donors, using the Spektrix CRM/box office system, assisting with events off-site and at the theatre, supporting the management of theatre volunteers, note taking at Inspire projects, support with monitoring and evaluation of funded projects.</p> <p>We will arrange for you to spend time with the other departments such as Marketing and Production, or indeed in any other area of interest.</p>
<b>Skills/aptitudes required</b>	<p>Interest in theatre, music or opera</p> <p>Some administrative experience in an office or similar environment</p> <p>Ability to work as part of a team with good interpersonal skills</p> <p>Good time management and organisation skills</p> <p>Experience/knowledge of Microsoft Outlook, Word, Excel</p> <p>Flexibility and with a can-do attitude</p>
<b>Dates of placement</b>	March/April to mid August 2023
<b>Hours/days per week</b>	3 days per week, to be agreed, flexible
<b>Able to provide small contribution towards travel/lunch?</b>	Travel costs covered