

**PLACEMENT DESCRIPTION**  
**INSPIRE EDUCATION AND OUTREACH**

<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. This season we will be staging Rigoletto (Verdi), Hansel and Gretel (Humperdinck), Itch (Dove), La bohème (Puccini) and Ruddigore (Gilbert and Sullivan).</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>Inspire Education and Outreach Department</p>
<p><b>Summary of role – tasks/duties</b></p>	<p>Working with the Inspire Co-ordinator in the run up to and during our busy summer opera season.</p> <p>You will be based in the office (Pembroke Road, W8 6PW, nearest tube station Earls Court), or working from home, liaising with the Inspire Co-ordinator on a daily basis.</p> <p>The Inspire team arrange all the recitals and community activities in and around Kensington &amp; Chelsea and you will become involved in a variety of administrative tasks preparing and arranging the delivery of these projects. During this time you will</p>

	<p>learn about all aspects of community engagement and working with the elderly, disabled and school children.</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 physical, hands on time going to different locations and transporting the keyboard used in recitals.</p> <p>We have a busy Summer ahead which involves projects such as:</p> <ul style="list-style-type: none"> <li>• OperaUnity – music and movement sessions for parents and toddlers</li> <li>• Opera for Thought – weekly art and music for people with dementia and their carers</li> <li>• Schools Matinees and Workshops – two matinee performances for primary and secondary school children and workshops in schools</li> <li>• Out of the Park Opera – recitals for older audiences in care homes, hospitals and community halls</li> </ul> <p>We will arrange for you to spend time with the other departments such as Marketing, Development 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