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| **ROLE DESCRIPTION** | **A4 logo** |
| **Title:** | Emerging Artist – Casting Officer |
| **Responsible to:** | Head of Casting |
| **Location:**  | 39 Elmbank Crescent, Glasgow, G2 4PT |

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| This is a new position as part of Scottish Opera’s successful Emerging Artist Programme.The role will develop the career of a highly motivated individual keen to build their skills and experience within the Performing Arts. The successful candidate will be supported by and receive mentoring from highly experienced colleagues at Scottish Opera. |
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| **Main purpose of Development Position** To undertake a programme of fully immersive experiences associated with casting processes and associated artistic administration at a national opera company.To learn the role of casting through practical experience in all aspects of casting and artist management.To shadow and be mentored by Head of Casting and Senior Planning and Music Department colleagues at Scottish Opera. |
| **Key tasks** * Work closely on all aspects of casting with the Head of Casting and casting committee
* Research and collate short lists for casting consideration
* Attend and contribute to casting meetings and other meetings as required
* Keep up to date with industry developments both nationally and internationally
* Assist Head of Casting with agent/artist offer process
* Attend rehearsals and performances at Scottish Opera and liaise with Head of Casting with regard to singers progress
* Attend other external performances as required and to feedback/ report in writing to Head of Casting and artistic team
* Assist the Auditions and Artists’ Administrator with casting administration as required
* Assist and liaise with Events Manager and Head of Casting on artist requirements for internal and external events
* Assist with co-ordination and producing of Emerging Artists performer recitals and events
* Attend rehearsals and auditions to support the casting process liaising with Scottish Opera casting committee as required
* Contribute to the administration of singer Emerging Artists’ diaries
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| * Assist with general administrative support for the Head of Casting, in liaison with Auditions and Artists’ Administrator, to ensure correspondence and administrative information is accurate and up to date
* To undertake other duties appropriate to the role, as required from time to time
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| Knowledge, Skills, Training and Experience**Essential*** Demonstrable understanding of voices and an interest in opera
* Some musical education and ability to read music proficiently
* Excellent IT skills required, particularly Microsoft Office
* Ability to work meticulously with a high level of accuracy in all tasks
* Excellent interpersonal skills
* Well-developed communication skills, both written and oral
* A diplomatic approach and ability to act with discretion at all times
* Proactive and enthusiastic team player
* Flexible approach to working with changing priorities and ability to work well under pressure
* Availability to work flexible hours including evenings and weekends

**Desirable*** A passion for classical music and opera
* A demonstrable desire to build a career in the performing arts and a willingness to learn
* A clean driving license
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| General terms and conditions |
| Contract:  | This is a fixed term contract for 12 months, commencing 4 August 2025 and concluding 7 August 2026 with the option, by mutual agreement, to extend for a second year. |
| Hours of work: | Standard office hours are 35 hours a week, 9.30am to 5.30pm, Monday to Friday with one hour for lunch.During rehearsal and performance periods working hours will take account of company activity and will often be undertaken outside normal office hours. |
| Annual salary: | £23,000 per annum |
| Holidays: | 25 days per annum plus 10 Public Holidays |
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| Probationary period: | 3 months |
| Pension: | You will be automatically enrolled into a qualifying workplace pension scheme (QWPS). You will contribute 4% of your salary the Company contributes 8%. |