



GARSINGTON OPERA
AT WORMSLEY

Production Assistant

Garsington Opera is recruiting for two Production Assistants for two separate periods.

Main Responsibilities

To work alongside and assist the Technical Director and Production Co-Ordinator in the running of the production department for the 2026 season.

Key Task Areas

- You will be required to work alongside and report to the Technical Director and Production Co-Ordinator to assist in the following tasks:
 - Liaise with Stage Management and take the lead on rehearsal room requirements in terms of room set up and changes
 - Ensure all trip hazards within the studios are eliminated or secured in a way compliant to risk assessments and safety guidance
 - Responsible for any set-up requirements of the relevant spaces: this maybe placing pieces of set, large props and furniture, setting of chairs, music stands, tables, pianos, setting out bleachers, etc.
 - Responsible for 'making good' any spaces as required, ie. cleaning and putting away furniture in correct storage areas, taking up mark ups, etc.
- Liaising with Garsington Opera Head of Music, the Orchestral Manager of The English Concert and the Philharmonia Orchestra Stage Managers, to ensure all requirement for rehearsals and performances are attended to:
 - Ensure that all studio rehearsal room, the under-stage and orchestra pit is set correctly ahead of each rehearsal and performance including detailed mark-ups and plans
 - Set up of the keyboard instruments ahead of each rehearsal and performances
 - Ensure the sub-stage trap access and masking is safe and fit for use ahead of each rehearsal and performance
 - To ensure all pit requirements of the productions are prepared to an excellent standard and are ready and functioning for rehearsals and performances
 - Ensure pit floor and conductor's podium elevation is set safely for individual production requirements, and reset as part of changeovers
- Locking up of the Studios building each evening and taking on responsibility as Fire Marshall whilst in attendance at the studios
- Keep good communication with company management and backstage departments
- Attend production meetings where necessary.
- General production administration to include but not exclusively:
 - Distribution of schedules and rotas as requested
 - Placing orders as requested
 - Expenses reconciliation
 - Checking and processing staff mileage claims
 - Collating and coding invoices for weekly payment runs
 - Processing dress rehearsal ticket requests from technical staff
 - Collection of all production staff vehicle information and distribution of appropriate gate codes

- Ordering and distributing branded clothing
- Management and updating of free meal lists
- Drive the company van for collections and returns of production rentals as required
- Other related tasks to the set up and running of the 2026 season as instructed by the Technical Director, Production Co-ordinator and Production Managers (where applicable)

Personal Specification

No specific qualifications required

Essential

- To have held a similar position for 1 year or more or training in a relevant subject.
- To be proficient in production administration; fluent in the use of all Microsoft office programs
- To be fluent in production methods and terminology
- Knowledge of current Health and Safety regulations
- Flexibility, stamina and ability to work autonomously
- Ability to demonstrate accurate accounting skills
- Ability to demonstrate a calm approach when working closely with the creative teams and other technical staff in pressured situations
- An excellent communicator. Resilient and with the ability to demonstrate and communicate enthusiasm and professionalism in all aspects of this highly demanding job.
- Reliable timekeeper
- Attention to detail
- Ability to work as part of a close-knit team in an enclosed environment, working towards a deadline
- Full UK driver's license.

Desirable

- Previous experience of Opera
- Experience in liaising with Creative Teams
- Outdoor Event experience
- Valid training in First Aid.

Terms

- Dates of engagement: **6 April 2026 to 2 August 2026**: total fee of £10,625 paid in instalments on a bi-weekly basis
- Dates of engagement: **1 May 2026 to 9 July 2026**: total fee of £ 6,250 paid in instalments on a bi-weekly basis
- Full Training will be given in basic health and safety, basic rigging, use of access equipment and any other specialist equipment if required.
- Local home-stay accommodation can be provided
- Meal or meal allowance provided on all technical rehearsal and performance days.

Please note that this role involves a lot of evening and weekend work.

Please specify in your application covering letter which contract you are applying for or specify that you'd like to be considered for either.

Closing Date for applications: **9am on Friday 9 January 2026**

Interview dates tbc.

To apply please send a CV and covering letter to rowan@garsingtonopera.org.

Please ensure your CV and covering letter is attached in PDF format.