



GARSINGTON OPERA
AT WORMSLEY



Learning & Participation Projects Officer
(Full-time, fixed-term contract March-August 2026)



Contents

- 3 About Garsington Opera
- 4 The Role
- 5 Job Specification
- 6 Key Duties and Responsibilities
- 7 Skills Required
- 9 How to Apply



About Garsington Opera

Located in the stunning Chiltern hills on the Wormsley estate, Garsington Opera is a prestigious summer festival with a fast-growing international reputation. With performances in June and July we produce four productions each year, in partnership with our two resident orchestras The English Concert and the Philharmonia. We have recently opened Garsington Studios, which provides state of the art rehearsal spaces, production workshops, café, offices and a home for our acclaimed community programme and world-class Emerging Artists scheme. This is an exciting time to join an innovative and growing company.

GO Mission

- To enrich the lives of our audiences and participants by producing operas which are theatrically compelling and of exceptional musical standard.
- To encourage and expand knowledge and appreciation of opera through performance and exciting life-long participatory projects with a dynamic, inclusive, outreach programme in the community, for all ages and abilities from diverse backgrounds.
- To discover, encourage and nurture the best young performing talent, particularly from the UK, providing an outstanding programme of development for young professional singers.
- To broaden our audience through appropriate use of digital media.
- To grow our national and international reputation.

The Role



Garsington Opera is seeking a Projects Officer to support all aspects of the L&P programme over the busy summer season. The role will report to the Head of Learning & Participation and work closely with the Learning & Participation Coordinator and Youth Company Manager.

This is a full-time role which includes some evening and weekend work. The role will be based at Garsington Studios (with the potential of some hybrid working) with the exception of a number of in-school workshops in and around Buckinghamshire and Oxfordshire.



Job Specification

Post: Learning & Participation Projects Officer

Reporting to: Head of Learning & Participation

Salary: £25,500 pro rata depending on experience

Application deadline: 9am on Friday 16 January 2026

Interview date: Monday 26 January 2026

This role is subject to an enhanced DBS check. The postholder will be required to undertake safeguarding/chaperone training and hold a professional chaperone licence. Candidates must hold a full driving licence and have their own transport.

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Garsington Opera is committed to providing and supporting an inclusive environment that promotes equality, diversity, and inclusion. We are aware how a diverse team enriches our culture, where all can reach their full potential and flourish whatever their background. We encourage applications from all suitably qualified persons, regardless of background, race, sex, gender, disability, sexual orientation, religion/belief or age.



Key Duties and Responsibilities

Main Responsibilities

- Provide administrative support to all GO Participate (GOP) programmes
- support the creative teams at in-school workshops
- support all other GOP events such as Discovery workshops, OperaFirst performances, Youth Company rehearsals and performance
- assist with Youth Company alumni events
- assist with the administration of DBS certification
- assist with the project evaluation and work with Garsington Opera staff and external evaluators to supply requested information
- maintain an up-to-date database of all creative personnel, company members and schools
- update and maintain database of community members
- assist with the administration of the Arts Award.

General Administration

- Organise resources for projects where required
- maintain accurate records and ensure all documentation is saved securely in the Garsington SharePoint folders and visible for all members of the team
- ensure all documentation follows the Garsington Opera protocol and is consistent with all other records
- ensure the smooth flow of information/communication between teams
- deal with general enquiries.



Skills Required

Essential

- Experience of working with children
- understanding of Safeguarding protocols
- understanding of the school environment and the needs of teachers
- excellent communication and people skills
- excellent organisation skills and attention to detail
- excellent Microsoft Office (Word/Excel) skills.

Desirable

- Experience of working in the Arts
- knowledge of SharePoint
- knowledge of Tessitura
- knowledge of the Arts Award
- understanding and enjoyment of opera/the Arts
- ability to read music.



Staff Benefits

Garsington Opera is committed to making sure that all our staff are supported in both their professional and personal lives. As part of this, we are able to offer members of staff a range of benefits including:

- 32 days annual leave pro rata (inc. bank holidays and Christmas office shutdown)
- annual leave allowance increases with length of service
- staff pension scheme
- cycle to work scheme
- death in service scheme
- tech scheme
- electric car lease scheme
- enhanced maternity/adoption/shared parental leave
- employee Assistance Programme
- dress rehearsal tickets during the Season
- free on-site parking & 'at-cost' EV charging.



How to Apply

The closing date for applications is 9am on Friday 16 January and a CV and cover letter should be submitted via email to **admin@garsingtonopera.org**.

CVs should include:

- Details of relevant achievements and experience as well as educational and professional qualifications
- contact details including day and evening telephone/mobile numbers.

Your covering letter should:

- Be no longer than one page
- summarise why you are interested in this post
- highlight your relevant experience matching the criteria outlined on page 6
- detail your notice period (if any).

Successful applicants will be contacted and invited for interview. Interviews will take place on Monday 26 January 2026. We are also unable to give feedback on applications that do not reach the interview stage.



Garsington Opera

Garsington Studios, Wallace Hill Farm
Stokenchurch, HP14 3YF

01494 376037

admin@garsingtonopera.org
www.garsingtonopera.org