



GARSINGTON OPERA
AT WORMSLEY



Learning & Participation Projects Officer



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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, GO Participate. The role will report to the Learning & Participation Producer and work closely with the Director of Learning & Participation and Youth Company Manager. The role is divided between general administration and in-person workshop/rehearsal support.

This is a full-time, permanent 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 and events in and around Buckinghamshire and Oxfordshire.



Job Specification

Post: Learning & Participation Projects Officer

Hours: Permanent, full time. Open to the possibility of term-time focussed (35 weeks), salary pro-rata

Reporting to: Learning & Participation Producer

Salary: £25,500 per annum

Application deadline: 9am on Monday 28 September 2026

Interviews: Monday 12 October in person at Garsington Studios

Start date: November

The role will be based at Garsington Studios, with the exception of in-school workshops in and around Buckinghamshire, Oxfordshire and Berkshire. Our office hours are 9:30am - 5:30pm, Monday - Friday, but the Projects Officer will be required to work evenings and weekends throughout the year, according to the GO Participate programme of events.

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. The postholder will also be required to undertake training to become an Arts Award Adviser. 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

General Administration

- Provide administrative support to all GO Participate (GOP) programmes
- Write employment contracts for GOP freelancers
- Maintain accurate safeguarding records and apply for DBS certification where needed
- Maintain GOP monitoring and statistics information
- Assist with the project evaluation and work with Garsington Opera staff and external evaluators to supply requested information
- Update and maintain databases of all creative personnel, company members, schools and community members
- Respond to GOP general enquiries and monitor the shared learning email account
- Liaise with and assist the marketing department in relation to GOP projects
- Assist with the administration of the Arts Award
- Maintain the organisation of the GOP Store and GOP resources

Project-specific

- Provide in-person support for staff and creative teams at school workshops and community company rehearsals
- Provide in-person support for all other projects including, but not limited to, Discovery Workshops, OperaFirst performances and community company events
- Update and maintain Project Information Sheets
- Act as an Arts Award Adviser, supporting the Youth Company Manager with assessment
- Organise resources for projects where required
- Produce music scores



Person Specification

Essential

- Excellent organisation skills and attention to detail
- Ability to work independently and take ownership of tasks
- Excellent communication and people skills
- Excellent Microsoft Office (Word/Excel) skills
- Experience of working with children
- Understanding of Safeguarding protocols
- Understanding of the school environment and the needs of teachers
- Understanding and enjoyment of opera/the arts
- Full UK driver's license and own car

Desirable

- Experience of working in the arts
- Knowledge of SharePoint
- Experience of assessment
- Ability to read music
- Knowledge of the Arts Award
- Experience of working with creative teams



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:

- 25 days annual leave and bank holidays
- annual leave allowance increases with length of service
- staff pension scheme
- cycle to work scheme
- death in service scheme
- tech scheme
- electric vehicle lease scheme
- enhanced maternity/adoption/shared parental leave
- employee assistance programme
- dress rehearsal tickets during the Opera Season
- free on-site parking
- on-site EV charging available.



How to Apply

The closing date for applications is 9am on Monday 28 September 2026. Applicants should submit a cover letter and CV as PDFs 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 pages 6–7
- detail your notice period (if any).

Successful applicants will be contacted and invited for interview. Interviews will take place on Monday 12 October. We are unable to give feedback on applications that do not reach the interview stage.



Garsington Opera

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