



GARSINGTON OPERA
AT WORMSLEY



Box Office & Administration Assistant



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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



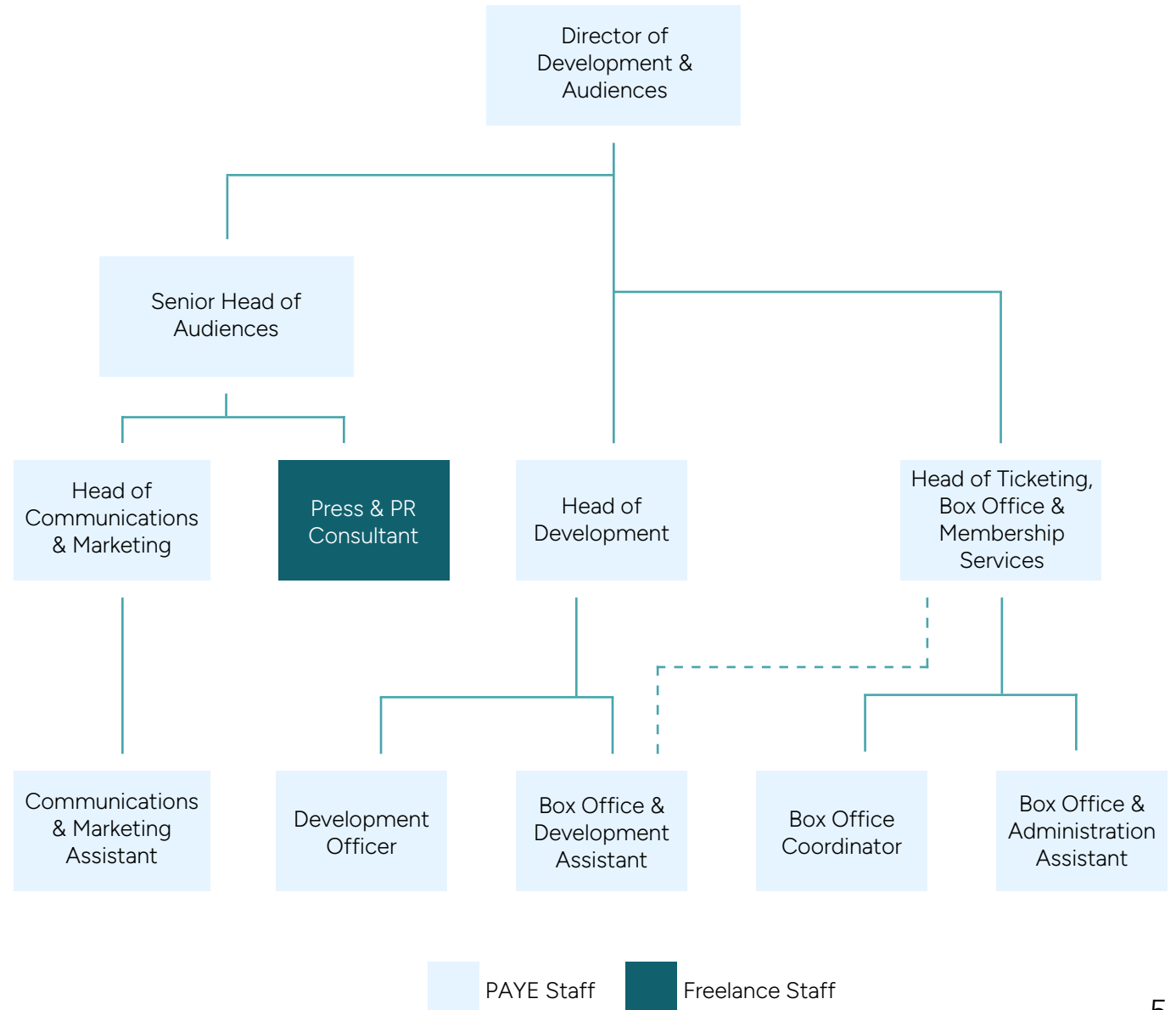
The Role

Garsington Opera is seeking an efficient and personable administrator with excellent communication skills to join our administrative team. This is a great opportunity to join a small, energetic team with the chance to be involved in a variety of tasks at a time of expansion and development.

The role will predominantly be working within our Development & Audience department reporting to the Head of Ticketing, Box Office & Membership Services as well as providing administrative assistance for the Office Manager. You will support all aspects of ticketing and membership services using our database, Tessitura.



Development & Audiences Team





Job Specification

Post: Box Office & Administration Assistant

Hours: Permanent, full time with some home-working considered

Reporting to: Head of Ticketing, Box Office & Membership Services

Salary: £25,500

Application deadline: 11.59pm on Sunday 8 November 2026

Interview date: Thursday 19 November 2026 at Garsington Studios

Start date: December 2026 / January 2027

Based at Garsington Studios, our office hours are 9.30am – 5.30pm, Monday – Friday except during the opera season (May – July) when evenings and weekends are included as well as occasional events throughout the year.

Box Office staff are at times required to work at both Garsington Studios and our Festival site, travelling between the two locations (approximately one mile apart) during their shift. Access to your own transport is therefore essential.

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

Box Office/Membership

Working as a key member of our busy Box Office and Membership team:

- communicating with members and the public by telephone and email
- creating and updating ticket orders and processing payments
- recording, updating, and reviewing Membership information on the Tessitura database, including donations and pledges
- producing and running membership, ticketing and associated reports
- duty shifts for the Box Office on site during the opera season
- contributing ideas to the wider team in meetings based on conversations with Members and audience members
- assist Box Office Manager as required.

Administrative

Supporting the Office Manager with office administrative tasks such as:

- assisting with diary management
- taking meeting minutes
- management of incoming and outgoing post
- administration of office stationery and office supplies
- assist with management of company phone account
- assist with travel bookings for the Executive Director
- assist with staff events and staff onboarding
- other administrative tasks as required.



Person Specification

Essential

- Strong organisational, administration, computing, and Microsoft Excel skills
- Excellent attention to detail
- Clear communication skills, diplomacy, and confidence in liaising with people
- Ability to work independently and as part of a team
- Good time management, with ability to multitask, balancing and prioritising workload
- Able to work flexible hours including some evenings and weekends as appropriate, for example during the opera season and for special events

Desirable

- Customer service experience
- A knowledge of and passion for music
- Previous experience with working on a database
- Understanding of arts administration practices
- Experience of using SharePoint



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 Festival
- free on-site parking
- on-site EV charging available.



How to Apply

The closing date for applications is 11.59pm on Sunday 8 November 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 two pages
- summarise why you are interested in this post
- highlight your relevant experience matching the criteria outlined on pages 6-8.

As part of the application process, we invite you to complete our optional Equal Opportunities Form, which you can access via the link on our jobs page.

Successful applicants will be contacted and invited for interview. Interviews will take place on Thursday 19 November 2026 at Garsington Studios.



Garsington Opera

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