

Comptroller/Administrator

New Chamber Opera has a trainee administrative post available, which is open to those wishing to move on to a career in arts administration. The role, which is the equivalent of an internship, requires a regular commitment during University terms, and during the annual professional production in the first three weeks of July. Former holders of the post have gone on to have distinguished careers in administration.

The holder of the post acts as assistant to the Company's director, Michael Burden. Throughout the year, this involves assisting with the smooth administration of the Company, of the undergraduate productions, and of the weekly recital series. It also involves the production of the *Newsletter*, the central plank of the Company's main targeted advertising strategy. Tasks may include - but are not limited to - editing programmes, dealing with members of the public, ticket sales, and assisting the conductor. The holder can expect to act as the director's production assistant when a show is in preparation and performance. A working knowledge of Mac and QUARK is required, but not a pre-requisite for the post.

Central to the role is the involvement with New Chamber Opera's major event of each season, the Summer Opera. The production involves 8 performances of an important opera, employing between 8 and 10 singers, and the Company's own professional baroque orchestra, The Band of Instruments. The administrator's role is to work at every level of the production, to supervise any voluntary helpers on the show, and to support the director throughout the production process.

For inquiries, please contact:

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