

## Waterperry Opera Festival

<b>Role</b>	Residency Manager
<b>Reporting to</b>	Audience and Engagement Manager
<b>Location</b>	Remote / Waterperry House, Oxfordshire
<b>Period of Engagement</b>	22 <sup>nd</sup> July – 3 <sup>rd</sup> August (1 day a week), 4 <sup>th</sup> – 19 <sup>th</sup> August (full time)
<b>Fee</b>	£2,087.50

### **About Waterperry Opera Festival**

Waterperry Opera Festival is a unique and innovative opera festival hosted at the beautiful Waterperry House & Gardens in Oxfordshire. The festival offers high-quality, accessible, and socially relevant work, created and performed by a diverse company, which bridges the gap between artists and audiences. Our vision is for more people to try opera, be enriched by it, and think it is for them. Please visit [www.waterperryoperafestival.co.uk](http://www.waterperryoperafestival.co.uk) for more information about our work and 2024 Summer Festival.

### **Overview of the Role**

Waterperry Opera Festival is seeking an experienced and highly organised Residency Manager to oversee the accommodation arrangements and residency operations for 85 company members staying in Waterperry House during the Festival's on-site period (4<sup>th</sup> – 19<sup>th</sup> August).

### **Key Responsibilities**

- Implement the pre-prepared room allocation plan which assigns accommodation for all company members, taking responsibilities for the room allocation plan once on site
- Liaise closely with the WOF Company Manager to track company member arrivals/departures and accommodation needs each night
- Liaise and develop a relationship with the Waterperry House staff, ensuring that the WOF Festival residency is adhering to House policies
- Deliver company member House inductions
- Oversee the distribution, collection and washing of company bedding
- Manage towel hire requests and returns
- Fulfil the security and safety requirements of the House hire as required by Waterperry House
- Manage the WOF Kitchen Managers and volunteer kitchen team and to ensure smooth food service operations
- Supervise a team of cleaning assistance, schedule their work rotas, and ensure high standards of cleanliness throughout the House
- Maintain House amenities and ensure adequate supplies of essentials
- Address any accommodation issues or inquiries from company members promptly and professionally
- For performances in the Waterperry House Ballroom, support the Front of House Manager and stewards to prepare the audience routes and performance space
- Support the Front of House Manager and Audience Operations Manager to prepare hospitality components for the Festival as and when required
- Lead on the House return at the end of the Festival, ensuring that all rooms are left as required by Waterperry House
- As part of the WOF Core Team, attend WOF Core Team meetings as required (weekly during July, daily during on-site Festival dates)

**Person Specification**

- Previous experience in accommodation/residency management or workings within a residency setting
- Excellent organisational and communication skills
- Strong leadership and teamwork skills
- Confident independent worker
- Good attention to detail
- Excellent problem solving skills and positive attitude when working long Festival hours

Other Desirables:

- Previous line management experience
- Previous experience working with volunteers
- Enhanced DBS
- First Aid trained
- Driving licence

**How to Apply**

To apply for the role of WOF Residency Manager, please send a CV and covering letter to [info@waterperryoperafestival.co.uk](mailto:info@waterperryoperafestival.co.uk) by **9am on Monday 15th April**.

Selected candidates will be invited to attend an interview in London on Monday 22nd April. Zoom interviews will be offered if necessary.

If you have any questions regarding the role or how to apply, please contact [info@waterperryoperafestival.co.uk](mailto:info@waterperryoperafestival.co.uk) in advance of the deadline.