



MIDWALES OPERA
OPERA CANOLBARTH CYMRU

Artistic Administrator: Person specification

Essential

- Some previous experience of working within an arts organisation (paid or unpaid) and an active interest in the performing arts
- Good administrative skills
- Good basic IT skills and willingness to undertake training on new software/applications including website content management systems and analytics
- Excellent communication skills
- Strong interpersonal skills: able to work as part of a team, or on own initiative
- Methodical with great attention to detail
- Strong organisational skills
- Good grasp of underlying principles of marketing and instinct for sales
- Understanding/awareness of social media and enthusiasm for keeping up with the latest social media innovations
- Able to tour with the company, including weekends and overnights if necessary

Desirable

- An understanding of and an enthusiasm for, opera
- Experience of maintaining websites and confident in use of social networking media
- Able to read music
- Knowledge of InDesign/Fireworks/Photoshop or similar programmes
- Strong design skills, gained through experience
- Experience of using website content management systems and analytics
- Daily use of a variety of social media
- Experience using database software, such as Microsoft Access or similar
- Experience of using video equipment and editing software
- Background in a sales environment
- Driver, preferably with access to own vehicle