**Cultural Intern Scheme Placement Proposal // 2015 – 16**

**BIRMINGHAM OPERA COMPANY**

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| **Address where placement would be carried out** | Birmingham Opera Company  205 The Argent Centre  60 Frederick Street  Birmingham  B1 3HS |
| **Department responsible for the placement** | Artistic and Administrative Direction |
| **Placement supervisor** | Richard Willacy, Executive Director and Alison Brodie, Company Administrator |
| **Description of the project/s to be undertaken**  (Please do not describe the organisation) | Specific details of the project/s to be delivered, with any associated milestones and targets.  We are in the first year of a new three year plan with existing works and a new commission in development to maintain the company’s award-winning international profile recently bolstered by the International Opera Award Best Production 2015  The intern will undertake training in and contribute to all aspects of opera arts administration including   * artistic planning * financial planning * fundraising * production * evaluation   Projects which the intern will contribute to include:  Stravinsky’s The Soldier’s Tale (ST) October 2015 - March 2016, Wynton Marsalis A Fiddler’s Tale (FT) October 2015-March 2016 and a new commission ( an opera for Birmingham) for internationally renowned composer Giorgio Battistelli which is to be devised from October 2015 and to be realised in two parts (October 2016 and 2017/2018)  Each project will involve international artists and partners.  There would be the opportunity to assist the creative team in rehearsals. |
| **Intern’s role within the main placement project** | Specific details of the role to be undertaken by the intern and details of the activities that the individual will undertake.  Delivery of ST and FT from start to finish including small grant writing, production co-ordination for taster/volunteer rehearsals, co-ordination of off site events, grant administration/record keeping/reporting, assisting in developing a new model of evaluation across heritage/arts/social impact agendas.  Contribution to longer term company aims on multi year funding and research/development of the new commission.  This is an excellent opportunity for the right candidate to develop a broad skill range with an internationally profiled company |
| **Purpose of the placement** | What will the intern gain from the placement, to be described in terms of skills, knowledge, experience , competencies and networks to be developed.  Wide exposure to artistic management hands on.  Wide exposure to planning, funding, delivery and documentation.  Flexibility to mould/weight the internship to suit successful candidate preferred direction.  Excellent engagement with wider Birmingham and arts organisation in nationally profiled project.  Training and delivery of discreet project beginning to end  Links with international artists, Arts Council England, Birmingham City Council, other funders, BAP organisations, National press, BBC tbc |
| **Benefit to the organisation** | Describe how the organisation will benefit from the placement  Each candidate contributes greatly to the work of Birmingham Opera Company. We are a very small team (Executive Director, Company Administrator and Artistic Director) and as such there is much opportunity for the candidate to contribute directly to company outputs listed above.  We are particularly interested to work with someone who has an interest to work in arts and/or heritage as a practitioner and /or producer to develop our capacity in these area. |

**Training Activity Checklist**

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| **Category :** | **Training Activities** |
| Artistic Planning | Managing or maintaining database |
| Casting |
| Assist Creative team |
| Financial Planning | Sessional, project and production budgeting |
| Multi year planning |
| Marketing and Evaluation | Market research |
| Marketing and promotions |
| Audience development |
| Project evaluation |
| Production | Event coordination |
| Event delivery |
| Production assistance (performing arts) |
| Participation | To deliver or assist with the delivery of education and outreach programmes |
| Population of website |
| Social media |
| Fundraising | Fundraising and development |
| Policy-making for company researching new models of funding |
| Grant/award administration and reporting |
| Administration and Other | Responding to enquiries |
| Project management |
| Membership scheme liaison/management |
| Customer service |
| Writing or editing |
| Translation if appropriate |
| Clerical assistance (photocopying etc) |
| Organising meetings |
| Other (please state) |

**Checklist of applicable Skills/Capabilities expected to be developed**

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|  | **Some relevance** | **Very relevant** |
| Oral communication (including telephone) |  | x |
| Written communication |  | x |
| Writing/editing for publication (e.g. web, promotional materials) |  | x |
| Team working |  | x |
| Finance |  | x |
| Marketing |  | x |
| Public relations |  | x |
| Social networking |  | x |
| Research skills |  | x |
| Problem solving |  | x |
| Innovation (e.g. helping organization to develop its services) |  | x |
| Entrepreneurship |  | x |
| Personal initiative |  | x |
| Use of a second language |  | As appropriate |
| IT skills |  | x |
| Creative skills –Music and or Theatre and or film |  | x |
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