

Breakthrough 2026 Job Description

OperaUpClose - Junior Producer - Mayflower Studios, Southampton

Employer name	OperaUpClose		
Employer Website	www.operaupclose.com		
Employer main contact	Enya Angell, Company Manager		
Employer email	enya@operaupclose.com		
Start Date	28 th September 2026	Hours Per Week	25
Working week	10:00 to 17:00 4 days a week with 45 mins for lunch (unpaid).	Hourly Wage	£12.71

Job Title	Junior Producer		
Company Overview			
<p>Who we are: OperaUpClose is a chamber-scale opera company and arts charity with storytelling, innovation and partnership at its heart, rooted in the Solent region and touring across the UK.</p> <p>From our home at Mayflower Studios, Southampton, we are creating a legacy of excellence at a chamber scale, commissioning and producing bold reinterpretations of known operas and stories that, alongside multidisciplinary, co-created companion pieces, distil the essence of classics into new, contemporary works with their own artistic integrity and identity.</p> <p>Our work challenges perceptions of what opera is, who makes it, and who it's for, diversifying the way audiences engage with the artform, broadening access across communities and generations, and making a vital contribution to the evolution and sustainability of the sector.</p>			

Job Description

This is an exciting opportunity for a creative individual to join our small and friendly team as Junior Producer - learning on the job the key foundational skills for running an arts organisation and producing high quality touring theatre . You will work across the organisation, providing administrative and practical production support to deliver our core programme, which includes:

- Commissioning new work.
- High quality productions in theatres, community settings and schools nationwide.
- Workshops with schools, writer collectives and experienced professionals.

Duties and responsibilities of the Junior Producer:

- Assisting with the OperaUpClose team to plan productions, workshops, events and other project activity.
- Liaising with venues, partners, creatives, cast and production team, ensuring clear communication and that all company members feel well supported.
- Supporting tour and event logistics including travel and accommodation booking, researching and booking rehearsal spaces, printing and posting scores, and creating company schedules.
- Developing a good understanding of organisational and production marketing requirements and supporting campaigns taking an active role in creating social media posts and other digital content, updating OperaUpClose's website, and collating weekly sales reports.
- Assisting administration including processing donations, collating and analysing evaluation data, and collating and reporting audience and participation data to Arts Council England and other funders.
- Attending workshops, events and other activities, welcoming and registering participants, supporting facilitators and other team members and contributing to post event evaluation.

This role will also allow you to shadow the OperaUpClose team, developing skills and confidence in other key aspects of producing including project budgeting; project scheduling; fundraising; deal negotiation; casting; marketing and brand awareness.

The role will be based at offices at Mayflower Studios in Southampton, with the potential for some hybrid working.

Skills and development
<p>We are interested in candidates who demonstrate:</p> <ul style="list-style-type: none"> ○ A strong interest in the arts. ○ Good communication skills and a positive pro-active attitude. ○ Attention to detail with good organisation skills. ○ Self-motivation with an ability to work within a team. ○ Computer literacy including MS Office suite with experience/interest in social media campaigns. <p>Skills specific to a producer role will be developed throughout the placement..</p> <p>Desirable but not essential:</p> <ul style="list-style-type: none"> ● Confident content creator across our social media platforms ● Confident user on Canva, Capcut and Squarespace
Personal Qualities
<ul style="list-style-type: none"> ● Enthusiastic and committed. ● Keen to learn and develop skills, with a willingness to embrace change. ● Punctual and reliable. ● Supportive approachable person. ● Passion for the arts and culture. ● A keen eye for detail.
Future Prospects
<p>During the course of the placement, you will benefit from continuous professional development, mentoring from experienced team members, networking both nationally with arts partners and locally in Southampton, particularly with Mayflower Studios and resident partners, training opportunities, and attending performance and events.</p> <p>Following the placement, there may be an opportunity to undertake a further six-month role within the OperaUpClose team, continuing to work closely with the Company Manager and Executive Producer. Upon completion of this extended period, you will be invited to join the Board of Trustees as a Young Trustee for a one-year term.</p>
Interview Date(s):
<p>Wednesday 2nd Sept, Thursday 3rd Sept or Friday 4th Sept would all work.</p>