

Artistic Assistant

Tuesday 03 Feb 2026

Closing Date for Applications: 5pm Friday 20 Feb 2026

Irish National Opera is seeking a motivated and dynamic individual to join the growing team of one of Ireland's largest arts organisations. The "Artistic Assistant" is a new full-time position created to address the needs of the company as it expands its reach nationally and internationally. This is an entry-level position and a fantastic opportunity for an individual who wants to develop skills and gain experience in opera and arts management.

Company Culture

Led by Executive Director Diego Fasciati and Artistic Director Fergus Sheil, Irish National Opera currently has a dedicated and hard-working core team of 20. We encourage a culture of collegiality, mutual respect and professionalism. We endeavour to create a supportive work environment where self-initiative and professional development are valued. We expect high-quality work to be always delivered in a fast-paced environment. We encourage team members to familiarise themselves with the work of other departments and the work of the company. We encourage everyone to contribute to the growth and development of the company.

The Role

Reporting to the Head of Planning and working closely with the Head of Chorus, Orchestra & Studio, Artistic Administrator and Artistic Director, the Artistic Assistant plays a key role in supporting the management of the INO Studio and the smooth running of artistic administration services.

Key Responsibilities

INO Studio

- Work with the Head of Chorus, Orchestra & Studio to support the production of the INO Studio's programme of workshops and events
- Act as a liaison to Studio artists
- Coordinate schedules, coaching sessions, masterclasses and other events
- Assist the production of performance opportunities for Studio artists
- Provide logistical support for all Studio events
- Manage travel and accommodation arrangements for visiting artists
- Arrange personnel and venues for Studio activities
- Track expenses, file invoices and ensure timely payment of Studio fees
- Coordinate Studio auditions/interviews as necessary
- Generate contracts for Studio members

Artistic Administration

- Provide administrative support to the Artistic Director and Head of Planning as necessary
- Assist the Artistic Director in coordinating meetings and travel
- Assist the Head of Chorus, Orchestra & Studio in contracting and tracking payments of chorus and orchestra members
- Coordinate Chorus and Studio auditions as necessary
- Assist artistic team in the preparation and distribution of vocal scores & orchestral parts
- Serve as cover to act as liaison to artists and creative teams as necessary
- Contribute to the continuous development of processes and procedures
- Contribute to the overall management of artistic services

General

- Attend INO performances as necessary.
- Provide support to other areas of INO work as needed
- Contribute ideas and analysis for the overall development of the company.
- Support the work of colleagues as appropriate.

Person Specifications

The ideal candidate will be passionate about opera and have a working knowledge of the opera canon and industry (or the willingness and proven ability to learn about it). They will be a skilled and effective communicator with the ability to interact with people in a variety of contexts.

Skills and Experience

- Ability to manage multiple projects simultaneously, to deliver under pressure
- Attention to detail
- Ability to communicate effectively with artists, creative teams and colleagues
- Strong interpersonal and diplomatic skills, ability to tackle difficult/sensitive situations with diplomacy and tact
- Excellent writing skills
- Excellent organisational skills, process-led and methodological
- Creative thinking and focussed team member
- Focused self-starter with ability to work collaboratively with teams

Key Information

Irish National Opera is an equal opportunity employer and encourages and welcomes applications from candidates of all backgrounds. Prospective employees must have legal permission to reside and work in the Republic of Ireland.

The principal place of work is the company's office at 69 Dame Street, Dublin 2. Remote working arrangements are possible where practicable. Employees who have been granted remote working arrangements are required to work a minimum of two days per week from the office.

This role will require some evening and weekend work, as well as some travel. The company offers time in lieu for any overtime worked.

Salary Scale €28,000-€31,000 (Final offer depends on skills, and experience)

The company will offer a competitive salary commensurate with experience, plus up to 5% pension contribution upon completion of probation. The company conducts annual performance and salary reviews.

The role is offered as a three-year, full-time contract, subject to successful completion of 6-month probationary period.

The annual leave entitlement is 20 days in addition to all statutory bank holidays.

How to Apply

To apply for this role, please email your CV and a cover letter outlining your suitability and experience to Cate Kelliher, Business & Finance Manager, at cate@irishnationalopera.ie.

All applications will be treated with the strictest confidentiality.

Closing Date for Applications: 5pm Friday 20 Feb 2026 Interviews will be held w/b 02 Mar 2026

For a confidential discussion about this role please contact Pauline Ashwood, Head of Planning, at pauline@irishnationalopera.ie

More information on Irish National Opera can be found on our website: www.irishnationalopera.ie