

# WELCOME TO OPERA EUROPA!

Dear Member,

It is a pleasure to welcome your organisation to Opera Europa, the European association of opera companies and festivals. We currently count over 240 members in 44 countries (full list of members available here), and our richness lies in the diversity of constituents. We are sure you will find the new contacts you make through our activities and services enriching.

Opera Europa's Board, under the presidency of Martin Glaser, has applied itself to illustrate what our association aims to do for you, with you. Because be aware that we need active members: please do get involved, whether it be by using our online databases, attending our in-person or online meetings, taking part in our research initiatives, being in touch with our team and your new network... Our association is only as useful to you as you make the most of your membership.

In the next few pages, we will introduce you to our fields of action. Please do share this within your team, so that as many people as possible can benefit from what we offer. We hope to visit you soon!

Best wishes.

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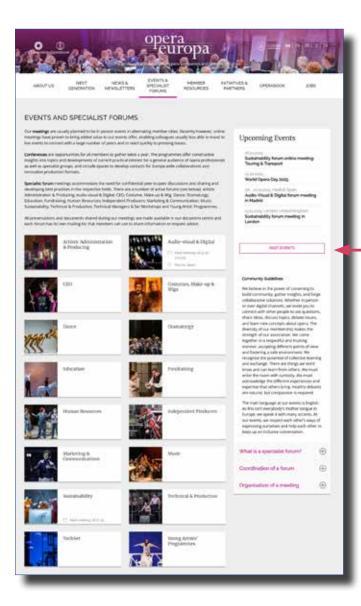
# **OPERA EUROPA EVENTS**

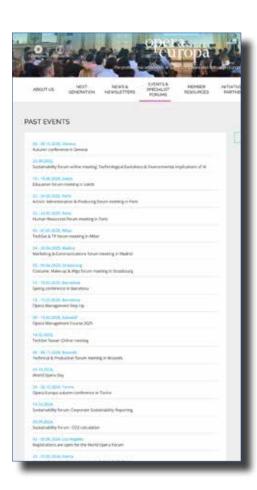
Our meetings are usually planned to be in person events in alternating member cities. Online meetings have proven to bring added value to our events offer, enabling colleagues usually less able to travel to live events to connect with a large number of peers and to react quickly to pressing issues.

**Conferences** are opportunities for all members to gather twice a year. The programmes offer constructive insights into topics and developments of current practical interest for general and artistic directors as well as specialist groups, and include spaces to develop contacts for Europe-wide collaborations and innovative production formats.

**Specialist forum** meetings accommodate the need for confidential peer-to-peer discussions and sharing and developing best practises in the respective fields. There are a number of active forums (see below): Artistic Administration & Producing; Audio-visual & Digital; CEO; Costume, Make-up & Wig; Dance; Dramaturgy; Education; Fundraising; Human Resources; Independent Producers; Marketing & Communications; Music; Sustainability; Technical & Production; Technical Managers & Set Workshops and Young Artists' Programmes.

All presentations and documents shared during our meetings are made available in our document centre and each forum has its own mailing list that members can use to share information or request advice.



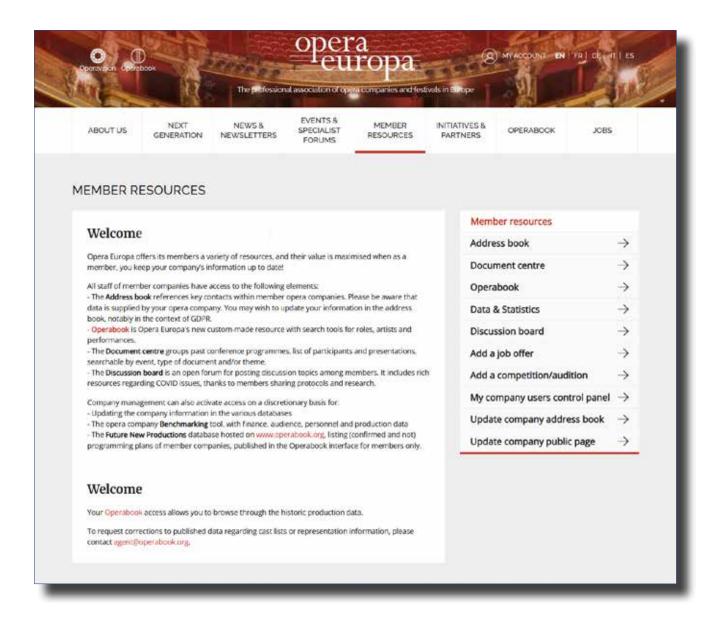


# OPERA EUROPA MEMBER RESOURCES

Our online tools include an address book for key staff in member companies, a document centre gathering past event reports and presentations, and Operabook, Opera Europa's production and casting tool. It references over 550 venues' past and upcoming productions with full cast, allowing for searches for available productions for rent/sale, artists and their representation contact information, and co-production opportunities in our Future New Productions database.

Our website is a general resource which will keep you updated on current events and initiatives. By logging in to the Member resources, you will gain access to the online tools. Anyone within your company can create their own account using their professional company email address.

<u>In this video</u>, you can follow each operation step-by-step, as detailed in this guide.

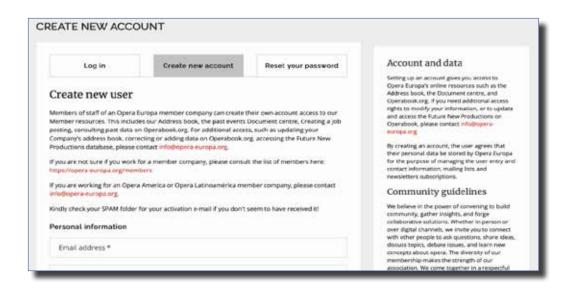


# CREATING YOUR ACCOUNT AND UPDATING YOUR COMPANY'S PROFILE

#### **CREATING YOUR ACCOUNT**

Members of staff of an Opera Europa member company can create their own account access to our Member resources.

To create your Opera Europa account, click on "LOG IN" on the top left corner of our homepage, and then select "Create new account". Please use your work address - the member domain has been whitelisted. Fill in your personal details and set your password.



Below, you can select your professional areas and **sign up to our mailing lists and e-newsletters.** The mailing lists enable members to seek collegial advice and discuss relevant topics, and allow the Opera Europa team to keep you informed about upcoming events and share important updates. Therefore, we strongly recommend that you subscribe to the newsletters that are of interest while creating your personal account.



Click save.

You will then receive a confirmation email to activate your new account.

You can at any time update your job title, your password, your areas of responsibility and your subscriptions by editing your account in the top right corner of our website.



#### **USING THE MAILING LISTS**

By registering to specific mailing lists, you can send emails to all colleagues from a specialist forum to ask for feedback on an issue.

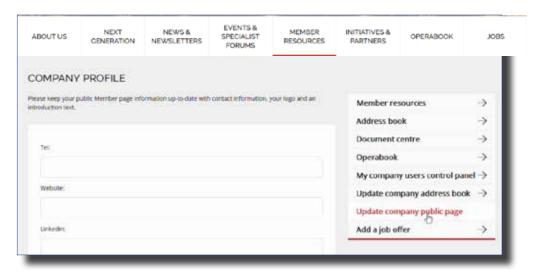
The mailing lists should not be used for mass promotion or invitations, and there is a strict limit on the weight of attachments.

**New:** Productions@group.opera-europa.org is a new mailing list specifically designed to promote potential collaborations around future plans, productions available for rent or for sale and search of artistic partners. Here again, please use links rather than heavy attachments.

Please note that by writing to the @group. opera-europa.org address, your email is going to several hundred people. Please consider carefully whether they all need your answer through a 'Reply all'!

#### **UPDATING YOUR COMPANY'S PROFILE**

To update your public company information, go to "Member resources" and click on the tab on the right. Here, you can update the profile with contact information, social media links, your logo and an introduction text. Please note that the logo will only appear if you also put in a text.



# **ADDRESS BOOK**

The address book allows you to browse contacts in member companies.

To access the address book, log in and go to "Member resources" and click on the tab in the right hand menu.

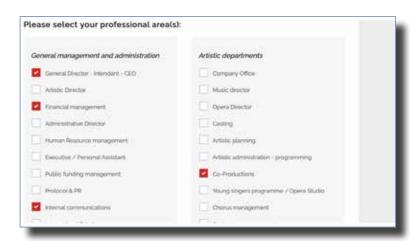


#### SEARCHING THE ADDRESS BOOK

The search panel gives you a number of options to help you find the right person or people. You can filter your search either by company, by area of responsibility, or both.

Click on the dropdown list to choose the company, and select any position or professional area.



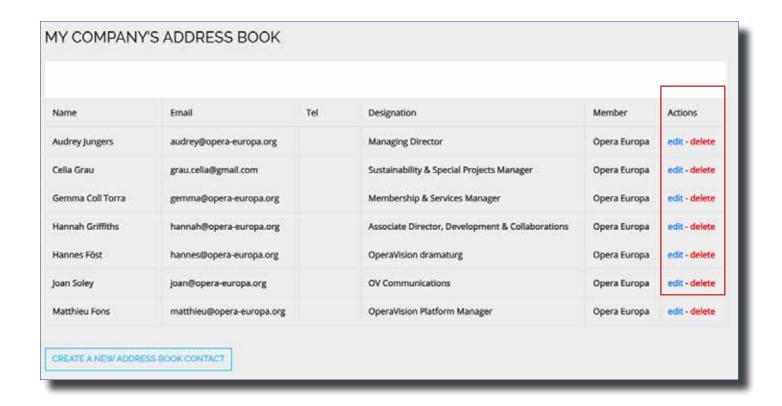


Now you can see the results – email addresses and phone numbers, if available. Remember to update your contacts when they change.

You can also export the results into an Excel spreadsheet to easily manage the data.

#### UPDATING YOUR COMPANY ADDRESS BOOK

To update your company addressbook select the relevant tab on the right. If you cannot see this option, please contact info@opera-europa.org to grant you access. Here, you can add your company's main contacts, as well as update or remove contacts from your company address book. Remember to keep the contact list up to date and edit the details when they change.



Select "Edit" by the contact you want to modify. You can also delete any of them by clicking on 'delete'.

You can add a new contact by clicking on "Create a new address book contact" Don't forget to "Save" your changes.

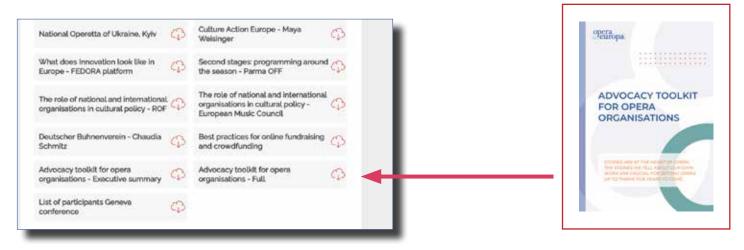
# **DOCUMENT CENTRE**

The Opera Europa Document centre is a simple and convenient way to find past event programmes, list of participants, presentations, guidelines and survey results.

To access the document centre, go to "Member resources" and select 'Document centre' in the right hand menu.

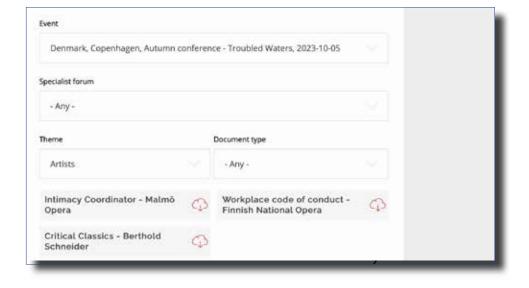


All available files are visible below, choose any of the items to download.



#### SEARCHING THE DOCUMENT CENTRE

You can also search for documents using specific criteria, for example by event, specialist forum or theme.



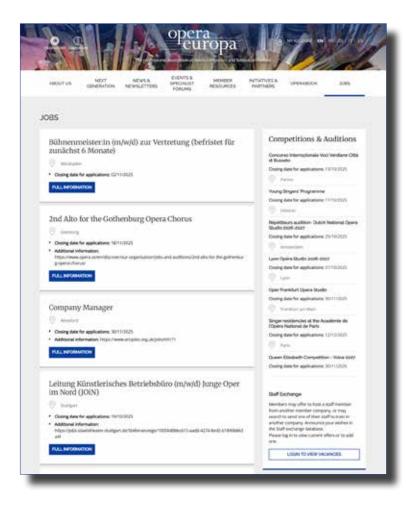
# **JOB OFFERS**

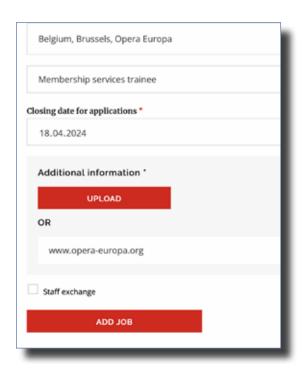
## **ADDING A JOB OFFER**

The Job Section is the most viewed area of our website.



To add a job offer, go to 'Member Resources' and click on the tab in the right hand menu. Select your Opera Company, enter the job title and the deadline to apply, and insert a link or a pdf with the job description.





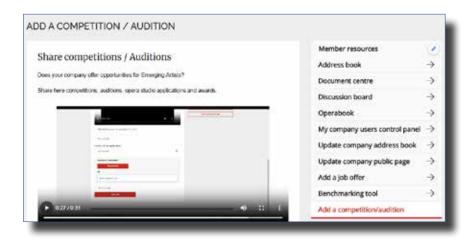
You might consider also circulating the job offer to the relevant thematic mailing list to target potential candidates.

# **COMPETITIONS AND AUDITIONS**

#### ADDING COMPETITIONS OR AUDITIONS

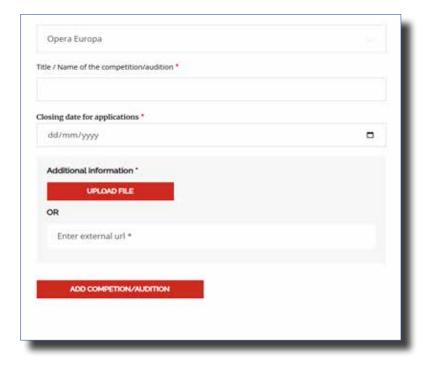
Does your opera company offer opportunities for Emerging Artists?

This tool allows you to share audition opportunities, competitions, opera studio applications and awards. Your opportunity will appear both on our Jobs offer page and on our Next Generation page.



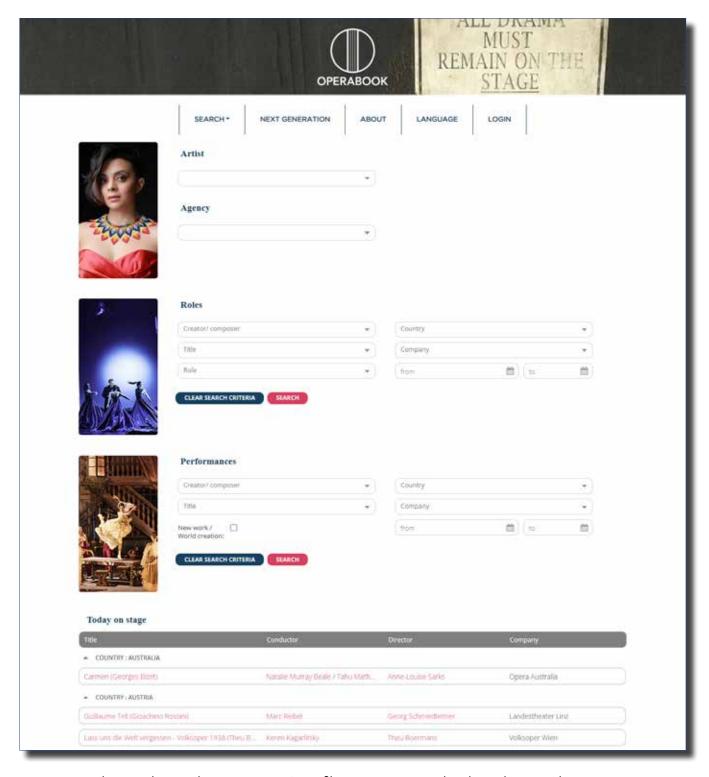
To add a competition/audition, go to "Member Resources" and click on the tab in the right hand menu.

Select your opera company, the name of the initiative and the deadline to apply, and insert a link or a pdf with the description.



# **OPERABOOK**

Operabook – <u>www.operabook.org</u> – the professional production & artist search tool for companies programming opera, endorsed by professional opera networks Opera Europa and OPERA America and international artist managers organisations IAMA, AEAA, OMAI, AFAA, DOKA and ARIACS.

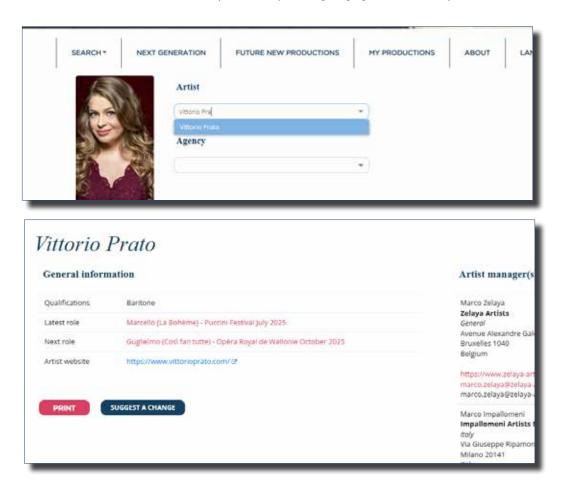


For access to historic data and your company's profile management tools, please log in with your Opera Europa credentials

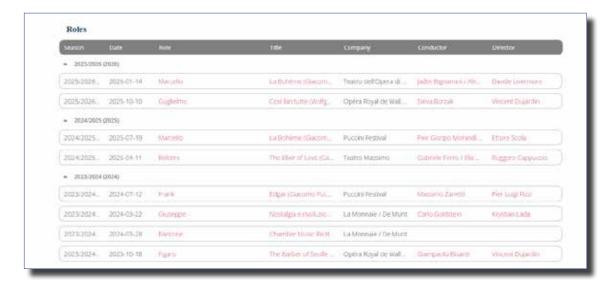
# SEARCHING OPERABOOK BY ARTIST, ROLE OR PERFORMANCE

#### **SEARCHING BY ARTIST**

You can search for an artist to see past and upcoming engagements and representation contacts.



The artist's profile page offers a number of sorting options and filters. You can move the columns around like in and excel sheet and apply filters like by role, by date...



#### **SEARCHING BY ROLE**

The "Roles" section of the homepage allows you to search for an artist with experience in a certain repertoire, and filter your results.

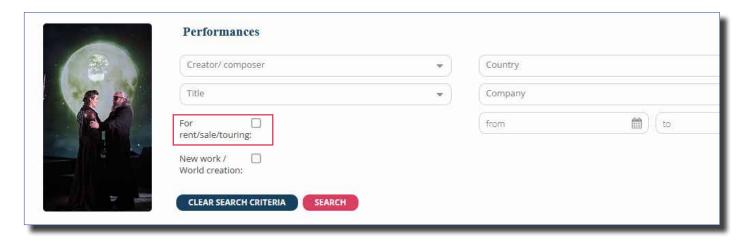


For this example, you want to look for singers who have recently sung Zerlina in France:

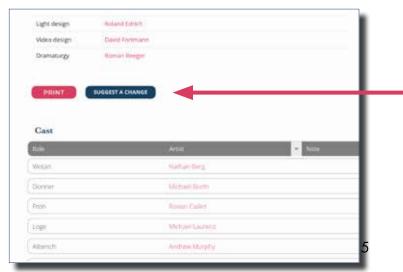


#### **SEARCHING BY PERFORMANCE**

The "Performances" search allows you to find current and past performance information, and find productions available for rent. To find productions for rent, I search for a title and tick the box 'for rent/sale/touring'. Now you can browse the productions available.







Here you can see the performance dates, the creative team, and the cast.

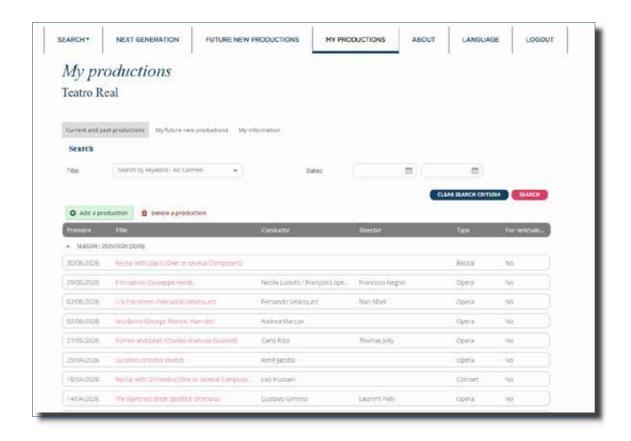
If you are aware of a cast change, you can click on the button 'suggest a change' and report it to the Operabook team.

# **MY PRODUCTIONS**

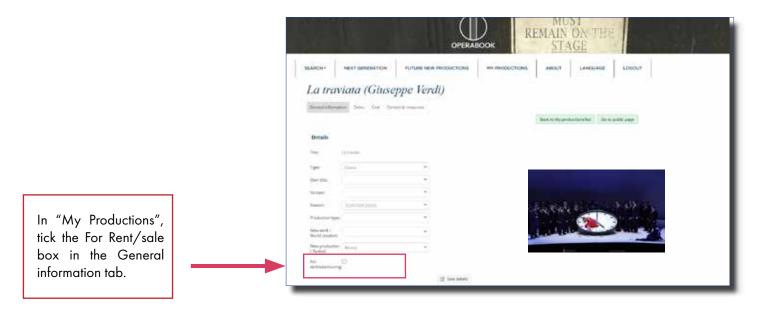
In the "My productions" tab you can add or correct your past, current and future productions, including new works.

Operabook's team inputs your company's performance data when you publish your season, and tries to follow any changes or updates. At the end of a production run, your company will receive an 'end of production' email to confirm or correct the production data.

You are able to update your productions, casts and performance dates in the "My Productions" tab by clicking on the title to correct. The vast majority of titles and artists are already in Operabook's general reference database. Please do not add a new work or artist if they already exist.



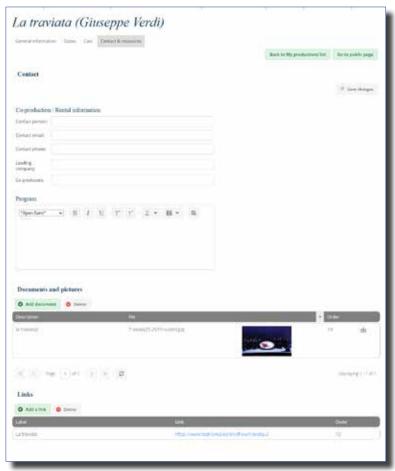
# PROMOTING A PRODUCTION FOR RENT/SALE/TOURING



# Addig photos and other materials

By clicking the green "Add a document" tab, you can enrich the production's main page by adding a picture of the production.

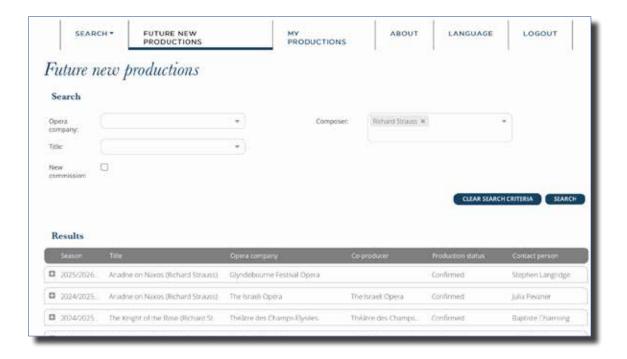
Additional information about the production—such as pictures, video links, technical details, and co-production or rental information—can be added under "Contact & resources" for each production.



# **FUTURE NEW PRODUCTIONS**

The "Future New Productions" tab is reserved to general and artistic directors, production managers and artistic administrators. You can browse productions for up to five seasons ahead and find co-producers.

You can filter your search by company, title or composer. The tool also allows you to search for new works.

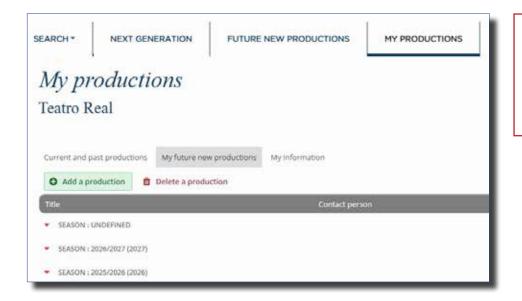


Click on a production you may be interested in to see the creative team and the contact person.



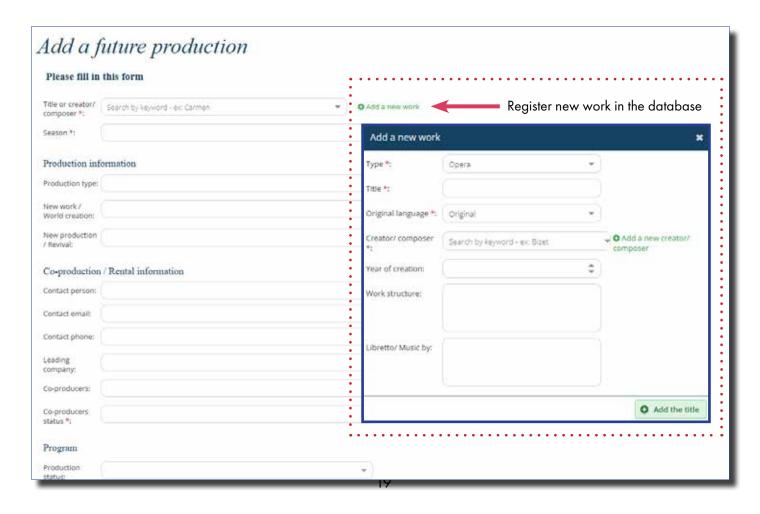
#### ADDING FUTURE NEW PRODUCTIONS

The "My Future New Productions" tool allows you to share information about upcoming production plans with other members. Because of the confidential nature of this information, access to the "Future New Productions" search tool is strictly limited and granted to only a few representatives from each organisation.



Opera Europa produces a Rentals & Future New Productions book distributed at the Co-productions marketplace at our autumn conference.

Click on the green tab "Add a production" and complete the form with the title, season, and co-producer status or info. You can also include contact details, production information, and indicate whether the title is a world premiere.



## **OPERABOOK APP**

# New in Autumn 2025!

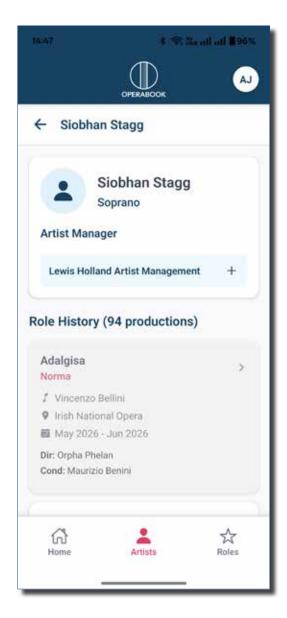
The Operabook app was created to make searching for artists and roles easier and clearer when not behind a computer. Easily find the artists recently familiar with a role and see their experience. Within one click, find an artists' repertoire and representation information for easy contact.

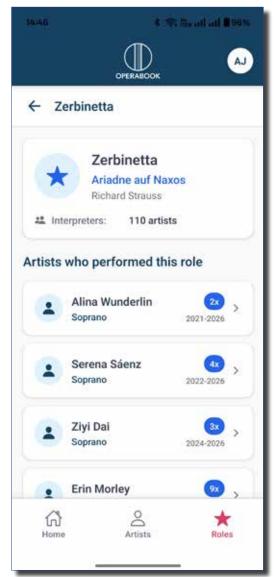
Upcoming new features include:

- Searching per work title or production
- Saving your 'favourites' for convenience when looking back on interesting profiles

Download the Operabook app from your Play Store (Android) or Apple Store (iPhone) and log in with your Opera Europa website credentials.

As always, we strive to serve our membership. All suggestions for improvement are welcome!





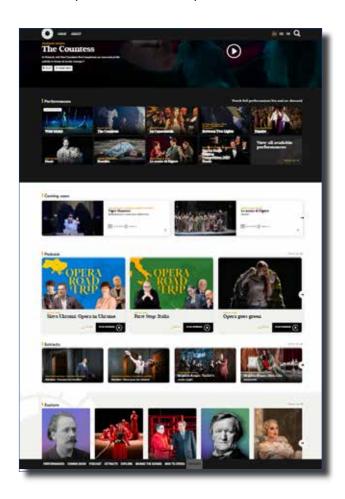
# **OPERAVISION**

OperaVision is a freeview opera streaming platform, launched with support of the European Union's Creative Europe programme.

Opera Europa Next Generation platform members supply the main body of OperaVision's streams, with a focus on emerging artists. With the support of the European Union's European Platforms for the promotion of emerging artists initiative, OperaVision streams performances, masterclasses, singing competitions and concerts by the next generation of talent. For the stream from its 44 partner companies from 17 countries, additional bonus material highlights the contributions of emerging artists to each performance.

Watch performances streamed live from the theatre, and on demand for several months thereafter. Enjoy a variety of shows – including opera, operetta, musical theatre, dance, ballet and concerts – all for free, live and on demand.

OperaVision offers new streams every week making up a balanced online season of the best loved titles alongside world premieres and new discoveries. OperaVision is an invitation to travel online to discover the diversity of musical theatre from wherever you want, whenever you want.





OperaVision's editorial committee meets 3 times a year to discuss the diversity and balance of the OperaVision streaming programme.

If you would like to suggest content, please contact Luke O'Shaugnessy, Associate Director, OperaVision.



**OPERAVISION** 



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Any questions on OperaVision that we didn't answer? Please contact us at luke@opera-europa.org