



ROYAL  
OPERA  
HOUSE

## **JOB DESCRIPTION**

**Role / Title:** Project Team Deputy Manager

**Reports to:** Project Team Manager

**Manages:** Project Team Staff in the absence of the Team Manager

**Liases with:** Other Project Team Managers/ Daily Managers/ Technical Management/ Lighting Management/ Head of Costume Support/ Stage management/ Sound Department/ Visiting & Performing Companies/ Production Management/ Management Accountant/ Commercial Director

---

### **Overall Purpose of the Job:**

To manage and assist the Project Team Manager in leading one of the Project Teams responsible for technical operations of the ROH and its performing companies, ensuring highest standards of safety and quality of performance. To ensure that all aspects of the production are taken into account and carried out to the highest standard. To manage, motivate and develop members of the team. To be aware of all relevant budgets appertaining to the production and make the most efficient use in the allocation of resources, but have no direct responsibility for the budget.

### **Key Accountabilities:**

#### **Team Support**

- to assist in managing a project, production, tour in the UK and overseas, hires, loans or any other event allocated by the Technical Management from inception to completion.
- to deputise for the Project Team manager as required by the Technical Management.
- to supervise individual's attendance, work, motivation, discipline and welfare, and build an effective team providing support, supervision and motivation.
- to assist in managing and participate in all technical work necessary for a production or project, from stores to rehearsal room, to stage rehearsal and performance, and return back to store.
- to ensure efficient use of technical and safety standards on day-to-day work on productions on stage and in rehearsal rooms.
- to ensure that productions achieve the highest possible technical quality.
- to assist in the assessment of necessary rebuilding and repairs, both at the start and finish of revivals, to liaise with the Production departments and ensure those appropriate records are kept.
- in conjunction with the Technical and Team Management, offer advice in recruitment of permanent, Fixed Term and Casual staff.
- to carry out induction, coaching and training.

- to encourage development of team members and their skills, assessing and recommending and monitoring training as appropriate.
- to support any stage of the disciplinary procedure as required and keep appropriate records with the Technical Management.
- to manage day to day, week to week scheduling and planning of all activities required for the efficient running of their team in the technical areas.
- to ensure that team members have up to date information regarding quality, efficiency, materials, and technology and are fully conversant with all required standards.
- to operate and service all rehearsals, both at the ROH and in outside rehearsal rooms and on tours.
- to maintain close liaison with the other team management ensuring that full information on staffing requirements are met at all stages of rehearsals and performances, having regard for the efficient and economic use of resources.
- to assist with creating, and be responsible for working within the allocated budget and alerting relevant managers of any implications for that budget arising from a new production or revival.
- to advise where required and take responsibility for the operation and planning of tours in the UK and overseas.

### **Production Support**

- to maintain close liaison with the Production departments, following the leadership of the assigned Production Manager during the rehearsal period of both new and existing productions.
- to attend meetings as required with directors and designers.
- to ensure that all members of the team are fully briefed and attend all model showings as required.
- to assist in managing all aspects of any hired or borrowed productions in the same way as a new production or revival.
- to assist in assessing outside productions in terms of technical feasibility as required.
- to provide support for any productions hired or sold to other companies and, as directed by the Technical Management advising on hire contracts, negotiating and monitoring the operation of the contract ensuring that all aspects of the contract are fulfilled.

### **Key Specialist Activities**

- to carry out at least TWO of the key sets of specialist activities listed below to the required standards of quality, efficiency and safety and undertake to train on other systems and/or activities if required. All staff need to have a working knowledge of the basic operation of the main control system.

#### Operation of Wagon System and Pallet Store

- to operate the Get In lift correctly and safely including the docking facilities
- to operate the pedestrian pallet truck for towing pallet dollies
- to operate the pallet dolly trucks – correctly following the procedures for removing and replacing the pallets from the pallet store and moving pallets on dolly trucks around the building

### ***Pallet Store***

- to have full knowledge of the mechanical systems for all equipment controlled by the system, and of back-up systems and procedures.
- to have full knowledge of the parameters of the controlled equipment
- to be able to call pallets for removal, create spaces in the pallet store, set the store up to receive a pallet

### ***Flying System – Main Control System***

- to have full knowledge of the mechanical systems for all equipment controlled by the system and of back-up systems and procedures.
- to have full knowledge of the parameters of the controlled equipment including overhead lighting battens.
- to be able to operate the control desk including pre-setting of all functions
- to be able to connect and disconnect desks to/from the system
- to be able to access rear stage lighting trusses

### ***Flying System – Use of the Overhead Gantry***

- to drive the gantry
- to use the gantry cranes
- to manage the combined operation of the gantry and the cherry picker

### ***Flying System – false proscenium and rise and fall galleries***

- to have full knowledge of the procedures and safe operation of the moving proscenium
- to have full knowledge of the procedures and safe operation of the rise and fall galleries

### **Staff**

- In conjunction with the Technical Department, to assist in the co-ordination and allocation of work and prioritising the throughput of the daily work with the most efficient use of resource.
- to ensure effective procedures are in place to deal with discipline, sickness and other staff related issues.
- to advise on the engagement and termination of staff employed on a full, casual or temporary basis.
- to take departmental responsibility for Health and Safety and consult with the H&S officer on matters within the overall scope of the job.
- to assist and advise in departmental issues for industrial relations for the relevant departments.

### ***General Safety***

- to seek to develop and improve continuously working practices and systems, ensuring health and safety and correct working practices are adhered to.
- to ensure that team members of project teams or daily teams understand and implement all ROH policies, union agreements and industrial relations legislation required by or pertinent to their role.
- to ensure that all incidents/accidents are reported and proper records kept.

### ***Information Technology***

- to understand and use the current Microsoft Windows based operating systems running word processing, spreadsheets and databases – to update skills for future additional applications.
- to be fully conversant with any technical databases currently in use or planned by ROH and update and access them as required.

- to ideally understand and be fully conversant with AutoCad "2000" or train as required on the system and any other drawing programme(s) currently in use or planned.

## **Context**

The Deputy Project Team Manager must possess very good interpersonal skills, and be able to work under pressure alongside visiting production teams and visiting company staff in a calm and effective manner. The Project Team structure which he or she operates under is led by an artistic schedule and communication between him or her and their manager and staff must be excellent. The Deputy works with more than one production at a time and services all technical areas so the ability to organise staff at the ROH and away from base whilst meeting specific deadlines is essential. They must be able to improvise, and balance the workload to get the best out of the available staff within their team or those under their supervision. This must be carried out without jeopardising other productions in the rep. Excellent documentation and record-keeping will be required when bringing back shows, many of which may have been away for many years.

## **PERSON SPECIFICATION:**

### **Essential Skills, Knowledge and Experience:**

#### **Technical Skills and Experience**

- A proven track record of sufficient experience in technical or project management for major establishments primarily for the staging of opera and ballet productions
- Demonstrated experience in all key technical areas: stage, engineering, lighting, flying, rigging, props and sound

#### **Management Skills**

- Assistance in management of service and resources to promote best practice standards and utilisation efficiency
- Understanding of project management skills and ability to deliver to budget and deadlines
- Staff management skills to ensure direct reports are motivated, competent and supported through training and coaching to achieve consistently high standards of performance
- Fairness and consistency in approach to team management and application of ROH and Department policies, procedures and standards
- Strong communication skills to assist with production liaison and team management
- Proficient Microsoft Office user, with knowledge of AutoCAD

#### **Job Requirements**

- Awareness of Health and Safety legislation and Equal Opportunities principles
- Flexibility to work varied hours including scheduled performances and to work on tour as required

**Note:** This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

