



ROYAL  
OPERA  
HOUSE

## **JOB DESCRIPTION**

**Role / Title:** Production Manager (Projects)

**Reports to:** Production Director

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

The Production Manager (Projects) will work on a range of smaller scale productions both new shows, special projects and revivals for Linbury and Main Stage. The role involves managing the production process from inception to staging, taking account of technical practicalities and controlling the budget, whilst maintaining artistic excellence.

### **Key Accountabilities:**

1. For new productions, work closely with designer and director/choreographer from inception to staging including supervision and monitoring of costs, standards and deadlines.
2. Ensure co-ordination on a production with the Producer, Designer, Lighting Designer, Head of Model Room, Draughting and Design Associate, Production Department HODs, Head of Linbury Technical and Events, and Team Managers.
3. Engage and monitor the work of outside contractors on each production.
4. For revival productions and refurbishments, undertake and supervise repairs, alterations and maintenance including supervision and monitoring of costs, standards and deadlines.
5. In pursuit of a hiring, or joint venture outside of the Royal Opera House, perform a technical audit by visiting the relevant site, attend a performance and write a report regarding feasibility. Supervise recommended alterations and be responsible up to the first night of any such productions.
6. To be part of an effective team, responsible for their attendance, work, motivation, discipline and welfare.
7. Cover and generally deputise for other members of the Production Office, as necessary or required.
8. Provide a Health and Safety Risk Assessment for every new production.
9. Ensure that each new production is successfully approved for performance by Westminster City Council.

10. Continually seek to develop and improve working practises and systems, ensuring health and safety and correct working methods according to COSHH regulations.
11. To ensure that up to date information is available regarding quality, efficiency, materials, and technology and to be fully conversant with required standards.
12. Cost and control budgets for new and revival productions for both Royal Opera and Royal Ballet, providing weekly and monthly budgetary updates and re-forecasts.
13. Cost and control budgets for outside clients (e.g. BRB).
14. Collaborate with Designers, Directors/Choreographers, Lighting Designers, relaying relevant information to Technical functions and Stage Management
15. Work closely with, provide information and oversee Production Workshop HODs, Team Managers and Outside Contractors.
16. To have a full understanding and fully implement all ROH policies, Union Agreements and employee relations legislation required pertinent to the job.

**PERSON SPECIFICATION:**

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

- Production Management experience in a Theatre, Opera or Ballet company environment.
- Proven project management skills
- Competent AutoCAD user
- Demonstrable knowledge of scenery construction, materials, paint and finishing processes.
- Able to demonstrate an understanding of the work of theatre production, technical and stage areas.
- Understanding of the health and safety aspects of scenery construction and stage practices.
- Conversant with all relevant Theatre, Opera and Ballet technical terms and concepts.

**Essential Organisational and Personal Skills, Knowledge and Experience:**

- Proven people management and budgeting skills.
- Good organisation and communication skills.
- Ability to deal tactfully, calmly and effectively with a wide range of people within and outside the organisation.
- Ability to work to own initiative, to prioritise workload and to work under pressure.
- Computer literate.
- Good track record in attendance and ability to maintain this
- Good timekeeping with ability to work full-time office hours and some flexibility to work around core hours on occasion as required

**Desirable Skills, Knowledge and Experience:**

- An IOSH Health & Safety qualification (desirable)
- Conversational ability in a modern European language (desirable).

### Job Requirements

- Able to travel within the UK or abroad as required.
- Able to work evenings and weekends as required to meet project timescales.

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

