

## **JOB DESCRIPTION**

<b>Role/ Title:</b>	<b>Daily Team Assistant Manager</b>
<b>Reports to:</b>	Head of Stage
<b>Manages:</b>	Daily Team Shift staff (either Stage or Lighting bias)
<b>Liaises with:</b>	Other Daily Team Managers/ Project Team Managers/ Technical Management/ Lighting Management/ Costume Department / Stage Management/ Sound Department/ Visiting & Performing Companies/ Production Management/ Financial Controller.

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## **MAIN PURPOSE OF THE JOB**

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

Working to the priorities set by the Head of Stage:

- To lead one of the Stage/Lighting Daily Teams taking overall responsibility for all technical aspects of supervised productions.
- To ensure that each project is delivered to the highest standards of safety and quality.
- Provide effective leadership and management to allocated Stage/Lighting Daily team.

### ***Project Management***

- Deliver projects within the given timelines to health, safety and quality standards.
- Review, implement and maintain project documentation, including risk assessment documents, progress reports, project plans, and other documentation such as method statements. Ensure delivery expectations are communicated with stakeholders; ensure stakeholders are kept informed of progress and risk. Ensure delivery teams are aware of their roles, responsibilities and tasks.
- Regularly review and report to the Head of Stage, Project Team Manager, and Production Management on project risks and progress.
- Monitor resources, dependencies and task delivery.
- Organise and lead Daily Team related meetings.

### ***Change Management***

- Ensure health and safety and effective team and stakeholder communication are incorporated into Daily Team activities.

- Create an environment where stakeholders can successfully achieve the objectives, through provision of sufficient information and communication.
- Identify and implement changes in order to drive efficiencies.

### ***Relationship Management***

- Develop strong working relationships with all key stakeholders and team colleagues across Technical, Production, Performing Companies and the wider organisation.
- Engage confidently with stakeholders and colleagues and manage expectations at each stage of the process.

### ***Continuous Improvement***

- Be at the forefront of emerging Technical technologies and understand their relevance to the activities of the stage; keep in touch with best practice as relevant to the role.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Support a culture of information sharing, collaborative working and team working.
- Develop an effective team through effective recruitment, induction and development and performance management
- Contribute to a culture of innovation and continuous improvement.

### **Key Performance Deliverables**

- Effective health and safety
- Cost control and value for money
- Projects on time and within given resources
- High quality work to meet client needs
- Effective on job learning, information and communication to ensure successful implementation and adoption of the system.

### **PERSON SPECIFICATION:**

#### **Key Knowledge / Skills and Experience**

- Proven Technical management experience in a producing theatre.
- A technical management degree or equivalent technical theatre experience.
- Demonstrable technical skills, either Lighting experience to NA7909, or equivalent Stage (engineering, flying & rigging) experience.
- An IOSH health and safety qualification with experience of working to CDM2015

#### **Technical Skills**

- Demonstrable ability to create and deliver technical projects to meet key deliverables
- Ability to provide highly-credible technical leadership, to be able to evaluate complex project risks and issues accurately and objectively
- Demonstrable understanding of Health and Safety, experience of risk assessment, NA7909 (Lighting Bias) or LOLER (Stage Bias)
- Proficient Microsoft Office user, with knowledge of AutoCAD

### **Project Management**

- Ability to work effectively within given resources using effective project planning skills
- Ability to demonstrate effective budget management
- Strong experience of delivering positive change through critical thinking and problem solving
- Pro-active in developing and implementing strategies that significantly mitigate risk
- Ability to carry out project evaluations and assessment of results
- Strong analytical, planning, and organisational skills with an ability to manage competing demands
- Ability to deliver high value, accurate work to given deadlines
- Flexibility to work varied hours including scheduled performances and to work on tour as required

### **People Skills**

- Strong stakeholder management and relationship management skills
- Proactive approach to communication
- Ability to gain trust and influence others
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach
- Self-motivation and the ability to gain support and momentum in moving the project forward
- Good written communication and effective presentation skills
- Collaborative approach to working with stakeholders and their teams
- A strong team leadership ethic

### **Continuous Improvement**

- Ability to work to and support a culture of continuous improvement
- Commitment to delivering a high-quality service and high standard of work
- Commitment to managing own learning and continuous professional development relevant to the role

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

