

JOB DESCRIPTION

Role/Title: Renewal Programme Manager, Technical
Reports to: Renewal Programme Director

Background:

The Royal Opera House (ROH) is developing a major programme of work – known as the Renewal Programme - which will bring together a range of energy and sustainability initiatives, infrastructure replacement works, and individual projects which will help to transform the working environment across our estate.

Like much of the ROH estate, the technical estate was installed in 1999 and much is now reaching the end of its life or has been superseded by technological advancements. A major project to upgrade the Flys system is near completion. Our attention now needs to turn to planning the replacement, upgrade and ongoing maintenance of the remainder of the technical estate. The estate includes:

- stage machinery (e.g. traps, wagon system, moveable proscenium arch)
- lighting rig and infrastructure
- sound, video and broadcast capabilities and infrastructure.

Purpose of the job:

This role sits within the Renewal team to ensure the technical estate planning is part of the ROH's overall plan of capital infrastructure upgrades. They will work closely with the Technical & Production and Facilities departments and their key objectives will be to:

- Review the existing surveys of the technical estate and commission further surveys if required
- Develop a prioritised plan of technical upgrades considering the age and state of equipment, funding requirements, design and lead-times and stage access needs within the schedule
- Work with Stage Blue (stage engineering team) to agree an annual maintenance programme of existing infrastructure which ensures compliance, minimal disruption to performances and the optimal use of resources in extending the life of equipment prior to replacement

Key Accountabilities:

1. Surveys

The ROH has conducted two surveys on the technical estate – one from an external consultant and one from the contracted stage engineering team.

This role will:

- Work with the technical subject specialists across ROH to interrogate the surveys
- Commission structural or other further surveys, where required, on specific pieces of equipment and systems to inform decisions on work required
- Develop a clear system for 'ownership' of latest data on technical equipment
- Determine clear lines of responsibility in the managing of the asset register pertaining to Technical & Production and Facilities in particular
- In consultation with relevant stakeholders and technical subject specialists, develop the coordination of controls systems in the stages area with particular reference to automated flies and stage machinery.

2. Plan of technical upgrades

Using the surveys and consultation with Technical & Production and Facilities and other key stakeholders, this role will develop a prioritised plan of technical upgrades including:

- Develop a programme of work assessing the priority and funding needs
- Create robust business cases for each project
- Develop project plans for each upgrade including design times, procurement, resourcing and delivery
- Work with the Planning team and The Royal Ballet and Royal Opera companies to plan stage access for major works
- Work with the Development & Enterprises team to develop the funding requests (as part of the overall Renewal programme)
- Work with The Royal Ballet and Royal Opera companies to determine technical aspirations for future productions whilst serving the needs of the historic repertoire of the ROH
- Create, and regularly update, the programme risk and issue register

3. Plan of maintenance

As the upgrade will take time to plan and fundraise for, the current equipment will require increased maintenance to ensure it continues to meet the needs of the ROH programme. This role will work with Stage Blue to:

- Assess the uplift to maintenance over the remainder of the lifetime
- Assess cost benefit analysis of long-term maintenance versus capital replacement (considering all constraints and impact on revenue)
- Establish the annual capital and operating expenditure on existing equipment

4. Programme management

As the programme develops, this role will:

- Oversee and support the development and implementation of a programme of projects to fulfilment and operational readiness including developing RACI matrices,

- Co-ordinate the work of, and provide support to, individual project managers
- Ensure the projects are designed and implemented with ROH sustainability principles and policies embedded from inception
- Maintain clear and consistent budgetary controls in accordance with ROH procurement policy, reporting on variances to budget in a timely fashion
- Manage the engagement of external contractors (such as structural engineers, machinery designer and conformity consultants)
- Ensure technical drawings and Operational and Maintenance manuals are developed and shared with key stakeholders and stored appropriately

5. Health and Safety

This programme will be delivered to the highest Health and Safety standards. This role will:

- Ensure full compliance of the projects with Health and Safety legislation including, but not limited to, the requirements of CDM 2015 and machine safety regulations
- Work to industry safety protocols and best practice at all times
- Identify improvements and advancements in health and safety practice within the scope of the programme

6. Internal communication and engagement

The programme requires internal co-ordination for all stages of preparation, delivery and operational handover. This role will:

- Support the development of internal experts and department leads to be involved in future project planning and design
- Identify potential points of communalities between technical projects and production requirements which will facilitate the long-term development of the technical estate alongside the artistic ambition of the companies
- Provide regular updates to the Executive and the Board

Behaviours:

- Proactively demonstrate a commitment and contribution to the Royal Opera House's health and safety culture in all activities.
- Actively promote the value of diversity in all work; uphold the ROH values and behaviours: Treat each other with Respect - Be Open - Value the Highest Standards.
- Ensure confidentiality, in line with organisational policy and data protection requirements.
- Actively contribute to own professional development, developing and maintaining knowledge and understanding of legislative changes and best practice developments.
- With the other members of the team, share responsibility for housekeeping and the maintenance of standards within the department.

PERSON SPECIFICATION

Minimum Knowledge, Skills and Experience

- An exceptional track record in effective management of stage technology for major professional opera and ballet productions
- Excellent technical skills with a thorough understanding of stage equipment, technologies, and systems.
- Demonstrable understanding of all relevant Health and Safety legislation, experience in production of risk management documentation
- Proven ability in driving change within an organisation
- Proven project and programme management skills, demonstrating a broad vision combined with an eye for detail
- Highly effective and confident interpersonal and influencing skills - able to inspire confidence, and develop effective working relationships internally and externally at all levels

Other Knowledge, Skills and Experience

- Excellent technical skills with a thorough understanding of current stage technologies and the implications of new product developments
- Computer skills should include competency in AutoCAD and MS Office appropriate to the role.
- Experience in producing reports or briefing papers for internal and external stakeholders and the board
- IOSH qualification and a clear understanding of and commitment to leading the delivery of the requirements of CDM2015.
- Strong awareness of and adherence to Health and Safety policy and best practice
- Compliance with anti-discrimination legislation and equal opportunities principles

Flexibility to work varied hours if required to meet service needs and to travel and work at other locations on ROH business on occasion

The Royal Opera House is committed to creating a diverse and inclusive environment in which everyone can thrive.



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