



ROYAL  
OPERA  
HOUSE

## **JOB DESCRIPTION**

**Title:** Freelance Production Manager

**Reports to:** Senior Production Manager  
With an additional reporting line to the Head of Production Operations and Planning

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

Working to the priorities set by the Head of Production Operations and Planning and the Senior Production Manager.

To work as a Production Manager in the Technical Production Department, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality. To deliver activities within agreed resources and budgets. To provide effective leadership and management of staff.

### **Main Responsibilities:**

*Day to day operations with support from Senior Managers as required:*

- To manage new and revival productions from inception to staging, having overall control of the budget of a new production, whilst maintaining artistic qualities and technical practicalities.
- For new productions, work closely with designer and director/choreographer from inception to staging including supervision and monitoring of costs, standards and deadlines.
- Ensure production co-ordination with the Producer, Designer, Lighting Designer, Model Room, Creative and Design Associates, Stage Management, and senior colleagues across the Technical and Production Department.
- Engage and monitor the work of outside contractors on each production.
- For revival productions and refurbishments, undertake and supervise repairs, alterations and maintenance including supervision and monitoring of costs, standards and deadlines.
- Ensure that each new production is successfully approved for performance by Westminster City Council.

- Ensure that up to date information is available regarding quality, efficiency, materials, and technology and to be fully conversant with required standards.
- 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.
- Collaborate with Designers, Directors/Choreographers, Lighting Designers, relaying relevant information to Technical functions and Stage Management
- Work closely with, provide information and oversee Production Workshop HODs, Team Managers and Outside Contractors.

#### *Health and Safety*

- Take personal responsibility for the safety of self and others.
- Promote a positive approach to Health & Safety and safe working practices at all times.
- Ensure relevant Health & Safety legislation is applied effectively, and appropriate risk assessments and method statements are carried out and delivered for each production, engaging with senior managers and the H&S department to ensure they are fit for purpose.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.

#### *Finance*

- Manage all allocated budgets, understanding budgetary constraints to maximise resources and minimise expenditure, and informing senior managers promptly with budgetary concerns.
- Adhere to ROH procurement policies, demonstrating transparency and honesty in all financial matters, ensuring procurement options are researched thoroughly with attention paid to cost effectiveness at all times.
- Follow departmental and ROH reporting procedures, presenting financial updates in a timely and accurate manner.

#### *Communication and Relationships*

- Assist in building an effective team by taking individual responsibility for attendance, quality of work, motivation and discipline, and providing support for other team members.
- Treat people with respect and maintain good working relationships.
- Coordinate work with others, sharing relevant information, ideas and resources, and demonstrate a disciplined approach to work.
- Maintain high standards under pressure and carry out tasks without detailed supervision.
- Create an environment of positive and engaged communication and information sharing with all production teams.

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

## **PERSON SPECIFICATION:**

### *Skills and Experience*

- Significant and extensive Production Management experience in a major Theatre, Opera or Ballet company environment.
- Proven project management skills including robust and accurate financial reporting.
- Demonstrable detailed specialist knowledge of scenery construction, materials, paint and finishing processes.
- Able to demonstrate an understanding of the work of theatre production, technical and stage areas.
- A strong understanding of the health and safety aspects of scenery construction and stage practices.
- Proven people management and budgeting skills.
- Excellent IT skills including MS Office, AutoCAD, and any other software pertaining to the role.

### *Project Management*

- Proven experience of managing teams and projects with consistent high production standards.
- Consistent performance under pressure and effective troubleshooting and problem solving ability.
- Ability to work effectively within given resources using effective planning skills.
- Ability to demonstrate effective budget management.

### *People Skills*

- Positive leadership style, leading by example
- Strong relationship management skills and clear communicator with a proactive approach to communication
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach
- Self-motivation and good written communication skills
- Collaborative approach to working
- A strong team leadership ethic

### *Job Requirements*

- Strong awareness of and adherence to Health and Safety policy and best practice with demonstrable understanding of CDM 2015 and an IOSH qualification an advantage.
- Compliance with discrimination legislation and Equal Opportunities principles
- Flexibility to work varied hours including travel and work at other locations on ROH business if required.

