



## **JOB DESCRIPTION**

**Title:** Senior Manager - Production Stage

**Reports to:** Deputy Head of Stage

**Manages:** Assistant Managers and Technicians

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

Working to the priorities set by the Head of Stage and Deputy Head of Stage.

To work collaboratively with the other Production Stage Senior Managers, ensuring that all activities to deliver projects and productions 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.

The Production Stage team will be responsible for the delivery of the production to stage, working closely with the Production Lighting team and with Production Managers to ensure delivery to the highest artistic and safety standards.

### **Main Responsibilities:**

#### *Day to day technical operations*

- Ensure that ROH productions are delivered to the highest production standards.
- Provide strong leadership and participation in all technical work necessary for a production from pre-production to stores/workshops, to rehearsal rooms and stage, and back to stores.
- Work closely with the Production Managers, offering positive contributions to the production process, offering advice on safety and technical feasibility to facilitate a well-constructed production.
- Provide strong leadership to the team, with sufficient direction and support, reporting concerns promptly to line managers.
- Review, implement and maintain all relevant documentation, including risk assessments and method statements.
- Regularly review and report to the HOD and Deputy and Production Management on risks and progress.
- Oversee the safe use and storage of all relevant tools, equipment and machinery.

- Become fully trained and authorised to safely operate the stage systems and equipment including but not limited to the pallet and carousel system, the lorry lift, and stage elevators.
- Actively support the work in the Build area, workshops, and stores.
- Attend model, production, and other technical department meetings as required.
- Contribute to fostering a culture of continuous improvement across the team.
- To tour the UK and overseas if required, or visit other theatres or venues, representing the ROH to the highest standards of courtesy and professionalism at all times.

#### *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 as required, engaging with senior managers and the H&S department to ensure they are fit for purpose.
- Undertake Health and Safety and any other training as identified by line managers and as required of the post, which may include but is not limited to IOSH, CDM 2015, Working at Height (including harness training if required), Manual Handling, and Electrical Safety.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.
- Oversee a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

#### *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.
- Develop strong working relationships with colleagues across Technical, Production, the Performing Companies and the wider organisation.
- Create an environment of positive and engaged communication and information sharing with all production teams.

- Engage confidently with colleagues and manage expectations at each stage of the process.

#### *Leadership*

- Supervise staff attendance, conduct, performance, holiday and other absences, reporting any concerns promptly to line managers.
- Manage the planning of all activities and staff schedules, liaising with managers in other teams to ensure efficient use of time and resources.
- Carry out induction and training of staff to the required standard.
- Support a culture of information sharing, collaborative working and team working.
- Be visible, approachable, supportive and accessible to the team.
- Openly encourage and recognise the contribution of others and give constructive feedback on a regular basis.
- Develop an effective team through effective induction and development and performance management.
- Ensure that working practices are in accordance with ROH policies and procedures.
- Maintain the highest level of health and safety management and practically support the training of staff.
- Contribute to negotiations and consultations with the Trades Unions.

#### *Continuous Improvement*

- Keep in touch with best practice as relevant to the role and emerging technologies, including relevance to the sustainability aims and goals of the ROH.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Contribute to a culture of innovation and continuous improvement.

#### *Deliverables*

- Maintain high production standards and timely delivery of duties.
- Effective resource management and budget management.
- Effective management of direct reports with strong and positive morale.
- Compliance with Health and Safety best practice and ROH procedures.

*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*

- An excellent track record of team leadership in a major producing theatre including the staging of opera and ballet productions.
- Substantial stage technical experience to a high level in a major producing theatre, preferably with experience in a repertory house.
- Demonstrable qualifications and/or training in rigging and scenic construction.
- An appreciation of both technical and aesthetic aspects of performance, demonstrating a broad range of technical skills and understanding.
- Experience of working with automated systems including flying and elevator systems an advantage.

- An IOSH health and safety qualification with experience of working to CDM2015
- Demonstrable understanding of Health and Safety legislation relevant to theatre and able to undertake accurate and suitable risk assessments.
- Good MS Microsoft Office skills
- Confident user of AutoCAD.

#### *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
- 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.

