



JOB DESCRIPTION

Title: Assistant Manager - Production Stage

Reports to: Senior Managers – Production Stage

Manages: Production Stage Technicians

Overall Purpose of the Job:

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

Under the line management of the Production Stage Senior Managers, and working collaboratively with the other Assistant Managers, ensure that all activities to deliver projects and productions are carried out to the highest possible standard of safety, efficiency, and quality. Deliver activities within agreed resources and budgets. Provide effective leadership and management of technical staff.

Main Responsibilities:

Day to day technical operations

- Ensure that ROH productions are delivered to the highest production standards.
- Participate positively 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.
- Under the line management and where required, review, implement and maintain all relevant documentation, including risk assessments and method statements.
- 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, deputising for the Senior Managers if necessary.
- Contribute to fostering a culture of continuous improvement across the team.

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, HODS, 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, including but 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.
- Work with colleagues to maintain a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy 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.

Leadership

- Supervise the work of Senior Technicians, Technicians, and Casual Technicians, reporting any concerns regarding attendance, conduct or performance promptly to line managers.
- Carry out induction and training of staff to the required standard as required.
- Support a culture of information sharing, collaborative working and team working.
- Be visible, approachable, supportive and accessible to the team.

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.
- 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

- Substantial technical experience in Stage skills in a major producing theatre, including the staging of opera and ballet productions and 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.

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.

