



JOB DESCRIPTION

Need changing

Title: Assistant Director: Technical, Production and Costume (Operational Support)

Reports to: Technical, Production and Costume Director

Responsible for: Supporting all Technical, Production and Costume functions and staff

Main purpose of the job

To provide high level strategic operational support across the Technical, Production and Costume Department to enable it to meet client needs through effective resource and budget management, compliance with Health and Safety best practice, and ROH procedures.

Main Responsibilities

Demonstrate leadership in the following areas:

Strategic Direction

- Provide support for the effective leadership and direction of the Technical, Production and Costume (TPC) functions
- Regularly review and report to the Technical, Production and Costume Director on project risks and progress
- Support the monitoring of budgets, resources, dependencies and task delivery
- 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.

Operational support

- Working to priorities set by the Technical, Production and Costume Director deliver operational support across the department to ensure the effective delivery of agreed priorities. This will involve working closely and draw on support from other functions (HR, H&S, OH, Performing Companies, etc.) across the House.

- Examples of operational support deliverables which have been identified as priorities over the next 3-5 years
 - Embed the new working culture in operational best practice
 - Development of pastoral well-being and mental health initiatives
 - Health and safety projects
 - Diversity initiatives
 - Embed safeguarding good practice
 - Provide support to manage relationships with Producers/creative teams to ensure effective stakeholder management
 - Develop training, talent and career development programmes
 - Develop apprentices & work experience opportunities
 - Develop Access initiatives
 - Working with the management team, develop and implement plans to improve utilisation of the Thurrock Costume Centre
 - Support and embed roll-out of new technology to improve workflows, productivity and data/knowledge sharing

Change management

- Lead on and support the fostering of a culture of continuous improvement across all teams, services and activities
- Lead on and support health and safety and ensure effective team and stakeholder communications are incorporated into working practices
- Create an environment where stakeholders can successfully achieve their objectives, through provision of sufficient information and communication
- Identify and implement changes in order to drive efficiencies.

People Management

- Contribute to negotiations and consultations with the Trades Unions representing Technical, Production and Costume staff, including Stage Management.
- Engage and support staff through active listening and showing care and consideration for their wellbeing, role modelling the ROH values and fostering an inclusive work environment.
- Support and lead on recruitment, employment, and ensuring the working practices of all staff are within ROH procedures
- Ensure the highest level of health and safety management and ensure that all staff are adequately trained.

- Oversee the work experience and apprentice programme for the Technical, Production and Costume department working with the HR lead for these initiatives

Relationship Management

- Develop strong working relationships with all key stakeholders and team colleagues across Technical, Production, Costume, 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 technical, production and costume; 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.

Administration function

- Directly manage the Admin function within the Department ensuring delivery of an effective service
- Ensure productivity through integrated and streamlined admin processes across the whole TPC function, overseeing financial and workforce analysis for the department, and working with Finance and HR to ensure effective and efficient use of resources

Deliverables

Working across the Technical, Production and Costume Department to support:

- o Effective service provision across all areas to meet client needs and other objectives
- o Effective management of key stakeholder relationships
- o Effective resource management and budget management
- o Effective management of direct reports and reporting teams, with an aim to build and maintain a strong and positive morale

- o Compliance with Health and Safety best practice and ROH procedures.

Technical, Production and Costume (TPC) management team

- Deliver to any individual objectives set, as a member of the TPC management team
- Represent the objectives, activities and achievements for designated areas of responsibility as required
- Manage, coach and develop all direct reports to ensure effective performance management, skill development and teamwork
- Make a significant contribution to any TPC management team objectives and participate fully in activities
- Demonstrate leadership in all activities as a member of the TPC management team and ambassador for the ROH.

Additional Key skill requirements

- Work environment: this role works in a department of highly skilled and multi-disciplinary teams with many different working patterns and environments, many interlocking needs, such as clear planning and regular points of intense pressure, given the need to meet hard deadlines
- Communication: it is key that the successful candidate enjoy communicating with a wide variety of HODs and senior colleagues, with differing communication styles and has an appetite for clear communication of decision and persuasive communication toward change
- Teamwork and collaborative working: given the demands on the technical, production and costume teams and the speed and flexibility with which we often need to work, enjoying and encouraging teamwork and a culture of collaborative responsibility is essential
- Initiative, problem solving and decision making: the person in this role will need to demonstrate initiative and offer swift and confident solutions

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

PERSON SPECIFICATION:

Theatre experience

- A proven track record in a relevant senior management role with a major producing venue or organisation.
- Excellent understanding of the production process and the work and operations of Production and Costume Departments, and Stage Management
- Excellent understanding of the demands of the pre-production and rehearsal period as well as the performance programme
- Understanding of artistic aims and objectives and the needs of creative teams in a producing venue environment
- Understanding and experience of promoting and managing the health and safety agenda
- Experience of managing safeguarding and welfare

Management Skills

- Proven experience of managing a large scale, complex operation and of leading and influencing multiple teams.
- Highly developed management skills and use of systems and procedures to support delivery to objectives, including:
 - Project management
 - Resource and budget management
 - Collective terms and agreements
 - Compliance with Health and Safety and commitment to organisational policies and procedures
- Consistent high performance under pressure
- Effective troubleshooting and problem-solving ability

Leadership

- Able to operate successfully at a senior level and act as an ambassador for the department internally and externally
- Positive leadership style, leading by example
- Strong relationship-building skills and clear communicator
- Demonstrated ability to work effectively and build good relations with artistic teams
- Experience of managing trade union relations and negotiations
- Drive and high productivity, capacity to manage a busy workload
- Ability and commitment to foster a culture of continuous improvement and a strong team 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 if required to meet service needs and to travel and work at other locations on ROH business on occasion.

