



JOB DESCRIPTION

Title: Assistant Director: Technical, Production and Costume (Technical and Stages)

Reports to: Technical, Production and Costume Director

Responsible for: Technical operations, functions and staff

Main purpose of the job

To be responsible for the management and delivery of all technical operations for the ROH's work, in the Covent Garden location and all outside locations including co-productions and hires. To deliver this, safely and effectively, within agreed resources and budgets.

Main Responsibilities

Demonstrate leadership in the following areas:

Strategic Direction

- Provide overall leadership and direction to the Technical teams
- Regularly review and report to the Technical, Production and Costume Director on project risks and progress
- Monitor 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.
- Maintain and participate in an industry network of senior technical leaders to collaborate on common initiatives and share best practice and emerging technology.

Technical Operations

- Ensure that the productions of the Royal Ballet (RB) and Royal Opera (RO), have the necessary technical operations support to enable the creative teams to realise the Companies' artistic aims.
- Through technical operations Departmental Heads, ensure that ROH productions are delivered to the required standard to ensure the highest quality of production.

- Direct and manage all technical aspects of the touring of ROH productions
- Provide technical operations support for the visiting companies including during the ROH "summer season"
- Provide leadership to the technical operations teams, ensuring sufficient direction, support, performance management and development for direct reports.
- Support and embed roll-out of new technology to improve compliance, workflows, productivity and data/knowledge sharing

Change management

- Foster a culture of continuous improvement across all teams, services and activities
- Ensure health and safety and effective team and stakeholder communications are incorporated into working practices
- Create an environment where stakeholders can successfully achieve the objectives, through provision of sufficient information and communication
- Identify and implement changes in order to drive efficiencies.
- Work with Technical team and Facilities/Estates colleagues to contribute to the planning, budgeting and implementation of Renewal Projects (upgrading our technical infrastructure and stage systems)

People Management

- Contribute to negotiations and consultations with the Trades Unions regarding technical operations matters
- 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.
- Ensure that the recruitment, employment, and working practices of technical operations staff are within ROH procedures
- Ensure the highest level of health and safety management in technical operations and ensure that all staff are adequately trained.

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 stage; 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.

Deliverables

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

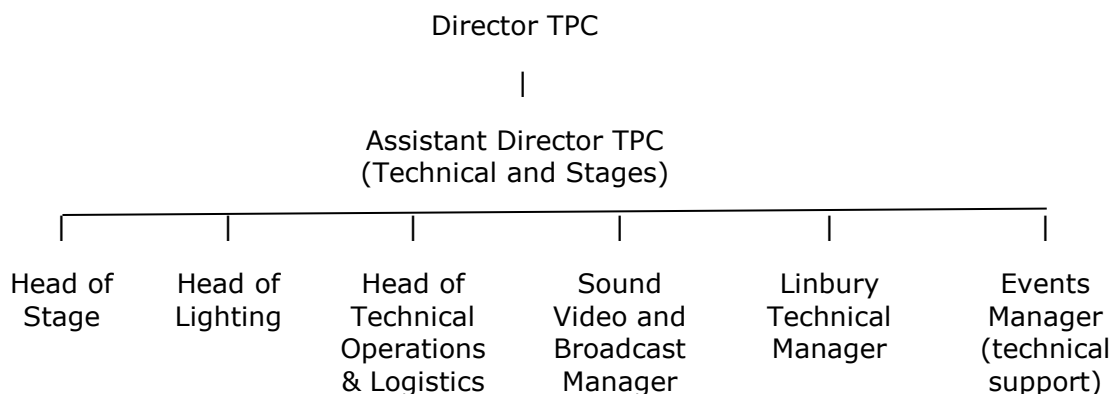
- Work environment: this role leads a highly-skilled and multi-disciplinary set of teams with many different working patterns and environments, many interlocking needs, such as clear planning and regular points of intense pressure, given the need to meet hard deadlines

- 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

Responsible for the following Technical departments:

- Stage
 - o Production Stage
 - o Flys
 - o Duty Teams
 - o Running Props
 - o Stage Engineering
- Lighting
 - o Production Lighting
 - o Systems (maintenance and installation)
 - o Control and Visualisation
 - o Followspots
- Technical Operations and Logistics
 - o Aberdare storage facility
 - o Build area
 - o Haulage
 - o Logistics for hires and co-productions
- Sound, Video and Broadcast
- Linbury Theatre
- Events (technical support)

Line reports:



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

PERSON SPECIFICATION:

Technical Theatre experience

- A proven track record in technical management with a major producing venue or organisation.
- Excellent technical skills with a thorough understanding of stage technologies
- Good understanding of current and relevant equipment and systems across all the main areas of technical theatre including lighting, flies, audio visual, and engineering.
- Understanding of artistic aims and objectives in a producing venue environment.
- IOSH qualification and an understanding of the requirements of CDM2015 with experience of managing the health and safety agenda in a technical setting

Management Skills

- Proven experience of managing a large scale, complex operation and of leading 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 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.

