



ROYAL OPERA HOUSE

JOB DESCRIPTION

Title: **Producer (Choreographic Development), The Royal Ballet**

Reports to: **Creative Producer, The Royal Ballet**

Main purpose of the job

This is a key role within the Royal Ballet, working as part of a team to deliver The Royal Ballet's programme across all our stages and spaces. The postholder will jointly line manage our Emerging Choreographer and will work with the Creative Producer on the development and delivery of projects for the Choreographic Development Programme. The Producer will also be given responsibility for producing, or part-producing designated productions.

Main Responsibilities

Producing

Project Producing

- Produce designated main stage and Linbury Theatre productions as directed by the Administrative Director and Creative Producer
- Work with all concerned to plan and schedule designated productions within the agreed time frame and budget
- Assist the Administrative Director and Creative Producer on delivery of specific aspects of productions they produce

Programme Management

- Work closely with the Creative Producer to develop projects for The Royal Ballet's choreographic programme in line with strategic objectives and lead on the delivery of that programme
- Manage The Royal Ballet Choreographic programme, including Draft Works
- Work with the Creative Producer to develop relationships with other dance and ballet companies
- Support the Creative Producer with advocacy for the programmes, both internally and externally
- Joint line management of the Emerging Choreographer; with the Creative Producer, create the programme of activity for the Emerging Choreographer.

Planning/scheduling

- Maintain up to date project schedules and disseminate as necessary

- Attend the relevant Royal Opera House scheduling meetings

Project Delivery

Contractual

- Working within agreed budget parameters, negotiate terms of engagement with all visiting companies, co-producers, creative teams and guest artists for each designated project
- Liaise with other members of the RB Producing team to ensure consistency in fees and terms of engagement
- Monitor and administer revisions to standard contracts, draft bespoke clauses where appropriate
- Liaise with Business Affairs Dept regarding media clearances and other contractual issues
- Issue contracts and ensure fully executed contracts are correctly recorded and filed
- Ensure compliance with GDPR

Financial

- Prepare detailed budgets, monitor expenditure and deliver projects within the agreed budget
- Work with the Production/Technical teams to ensure projects are realised in accordance with both the artistic vision and agreed budget
- Monitor and administer payments for creative teams and guest artists
- Liaise with Finance Management to update financial forecasts
- In case of Visiting companies, ensure completion of financial statements and dissemination of any agreed income

Technical

- Setting up production meetings – pre and post – with all relevant ROH personnel
- Ensure technical, production and costume departments are fully conversant with any schedule changes and associated complications. Liaise over design deadlines, model showings, technical stage time etc, ensuring all contracts and documentation regularly updated and changes communicated internally and externally

Operational

- Arrange all travel and accommodation as required by project personnel, liaising with Company Manager to ensure consistency
- Arrange any necessary documentation to comply with UK Immigration procedures (visas/work permits/certificates of sponsorship etc)
- Manage contractual ticket arrangements for project personnel, ensuring master-sheet updated as necessary
- Ensure production folder on Sharepoint is regularly updated with the agreed production documentation
- Ensure the relevant sections of the RB Season Production Book are continuously updated
- Undertake rehearsal and performance duties as required

Communication

- Ensure timely servicing of communication needs across relevant departments for Audiences and Media, Box Office, Development and Enterprises, Technical and Production enabling them to support each production appropriately
- Work closely with the RB Artistic Administrator, Assistant Producer and Audiences

and Media department on any copy for publicity purposes and the production and proof reading of materials

- Ensure effective flow of information for the publishing of marketing and online information for our audiences with an understanding of the timelines involved

Evaluation

- Ensure the appropriate evaluations are completed in a timely and accurate manner

Other

- Adhere to all compliance requirements including Health and Safety legislation, Equalities policy, House Rules and other agreed guidelines on good practice
- Compile and keep updated all relevant Risk Assessments

Continuous Improvement

- Keep in touch with developments in ballet and contemporary dance; including new work, artists and choreographers
- Play an active role in the team and The Royal Ballet office, contributing to the efficient running of the department
- Contribute to a culture of innovation and continuous improvement
- Promote and foster a culture of information sharing, collaborative working and cross-team working
- Manage own continuing professional development in all areas relevant to the role
- Undertake any other project or related work for The Royal Ballet as reasonably required

PERSON SPECIFICATION

Essential Skills, Knowledge and Experience:

Performing Arts

- Experience of planning and producing choreographic projects and dance productions
- Knowledge of dance and ballet in the UK and internationally

Administration

- Highly proficient Microsoft Office user, Word and Excel skills and ability to learn new software
- High standard of accuracy and attention to detail
- Ability to work successfully with the wide range of artists and staff involved in successfully delivering every aspect of productions and projects.
- Ability to perform under pressure, take responsibility and make decisions.

People Skills

- Deal confidently and effectively with a wide range of people both within and without the ROH
- Flexible and calm approach
- Excellent communication skills, verbal and written
- Numeracy and ability to record, prepare and track budgets using Excel
- Strong planning and project management skills with a systematic approach
- Ability to support creative teams, dancers and choreographers of varied skills and experience
- Understanding of needs of creative teams and dancers and ability to instil confidence and gain trust
- Ability to represent the Royal Opera House

Other Requirements

- Flexibility to work varied hours to deliver the programme as required within the allocated weekly working time and to spend time, if necessary, working on location in other venues as required.

Desirable Skills, Knowledge and Experience:

- Experience of working in a complex performing arts organisation and dealing with the full range of departments and with staff and artists at all levels.
- An understanding of the aims and objective of The Royal Ballet

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

