



ROYAL OPERA HOUSE

JOB DESCRIPTION

Title: **Film and Broadcast Associate Production Manager**

Reports to: **Head of Production, ROH Studios**

Main Purpose of the Job

Working as an integral part of the Film and Broadcast team, to provide a range of production management and coordination support for all aspects of audio-visual content produced in house by designated ROH Studios teams. Projects include but are not limited to: live relays for the ROH cinema programme, VOD live streaming, and the subsequent post production for DVD and worldwide TV exploitation; the filming of live performances and events for other projects (live streaming or television broadcast commissions).

To work to best practice standards, health and safety requirements and observe department protocols for all projects

To manage all stakeholder, supplier and team and project related team relationships successfully

To support a culture of continuous improvement and innovation

Main Responsibilities

Working to the priorities set by the Head of Production, ROH Studios:

Planning/documentation

- Work to a brief for each designated project and follow up as needed to gather further information required
- Booking and negotiating with freelance crew, staff and hired facilities as required
- Create and distribute call sheets for the live multi-camera broadcasts and single camera documentary filming
- Support HOP in budget management and cost management
- Create cost managers, and manage production spend
- Regularly liaise with Finance, manage monthly reports, and ensure cost reports are up to date
- Raise purchase orders for suppliers and freelancers using the ROH Presto system; ensure new supplier information is up to date and update the department supplier

list as needed

- Work with Health and Safety team to create risk assessments, and Covid safe working practices as required; ensure all risk assessments are in place and available
- Complete post-production paperwork for delivered programmes

Communication and information flow

- Negotiate and organise with all internal departments, artists and creative teams as necessary, the ancillary documentary filming for each filmed production; this work supports a variety of freelance directors who are often new to the ROH
- Attend weekly Technical scheduling meetings, to discuss camera rig times and filming plans
- Use the existing in-house and departmental intranet systems to plan and communicate all filming activity

Production support on site

- Accompany freelance directors and film crews during filming as required
- Collaborate with Insights programme Manager in the Learning & Participation department, in ensuring smooth running of all live streamed Insights
- Project manage external film crews as required

Post-production / Editing

- Support the planning and progress for the post production and delivery of all productions on all platforms
- Management of footage, metadata, archiving and maintenance of the MAMS (Media Asset Management system).
- Subject Matter Expert of the MAMS, can provide training as required
- Provide Technical support and assistance when required
- assisting with research and development of new broadcast equipment and infrastructure.
- Operate Graphics machine (Caspar) for VT and Aston playout, including making all assets in advance

Relationship Management

- Develop sufficient awareness of the operations, priorities and needs of the various departments involved in the designated projects to be able to operate effectively and act with diplomacy as required
- Demonstrate sensitivity to filming and recording in an artistic environment
- Demonstrate and put into practice thorough knowledge of ROH filming protocol
- Support external relationships with our Broadcast partners, and help facilitate projects when required
- Work effectively as part of a small team, observing requirements for confidentiality and all department procedures and practices
- Maintain excellent close-working relationships with the Artistic companies and other departments within the ROH such as Technical, L&P, Opera, Ballet, Orchestra, Planning, Visitor Experience, H&S, Ticketing set-up and other Audiences and Media teams

Continuous Improvement

- Contribute as a team player in ROH Studios and Audiences and Media
- Keep abreast of best practice, trends and new technologies relevant to the sector

- Manage own learning and continuous professional development relevant to the role
- Contribute to a culture of innovation and continuous improvement
- Uphold ROH values and behaviours: Treat each other with **R**espect | Be **O**pen | Value the **H**ighest Standards across all aspects of the role and support our goals for diversity and inclusion
- Support a culture of information sharing, collaborative working and cross-team working

PERSON SPECIFICATION

Essential Knowledge / Skills and Experience

Film and Broadcast Production

- Demonstrated experience in a similar role in TV or film production
- Good knowledge of multi-camera, single camera and live relay production and processes, technology and formats
- Good knowledge of post-production workflows, technology and formats for delivery of projects for a wide variety of platforms
- Ability to support the planning and delivery of small film projects
- Substantial experience of working as a very small production team unit with a large team of freelancers
- An interest in opera and ballet, music and the arts

Planning and Project Management Skills

- Excellent experience in all aspects of film production administration
- Experience of working in a highly deadline-sensitive environment, working with thoroughness, detail and accuracy
- Excellent administrative, time-management and organizational skills and ability to manage a busy workload
- Highly proficient MS Office 365 user
- Ability and commitment to learning new software and systems and adopting new processes as required to support the smooth running of the department

People skills

- A strong team player with experience of working effectively with multi-disciplinary teams
- Consistent high level of service delivery and responsiveness
- Proven ability to remain calm in the face of multiple demands
- Ability to liaise effectively with people at all levels and confidence working with high profile Artists and presenters
- Strong written and verbal communication skills
- Confidence to negotiate rates and terms when required with freelancers and suppliers
- Ability to work sensitively and diplomatically with multiple teams with differing needs across an organization and understanding of the needs of theatre personnel

Continuous Improvement

- Ability to work to and support a culture of continuous improvement
- Commitment to managing own learning and continuous professional development relevant to the role

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