

# INFORMATION PACK FOR CANDIDATES

JOB TITLE: Production Manager

DATE: January 2023

ROYAL OPERA HOUSE





# WELCOME

MESSAGE FROM ALEX BEARD, CHIEF EXECUTIVE

Thank you for taking the time to apply for a role at the Royal Opera House.

Extraordinary, world-class performances of opera and ballet are at the absolute heart of our vision here at the Royal Opera House.

So, whether the audience is in one of our beautiful theatres in Covent Garden, watching around the globe in cinemas and online streaming, or taking part in learning and participation programmes up and down the country, we want as many people as possible to enjoy and appreciate these astonishing artforms.

None of this would be possible without the exceptional team of people who work here. People are centre stage of everything we do at ROH, and we built our culture on our core values: treating everyone with Respect, being Open in our mindset and approach, and striving for the Highest Standards in everything we do.

Everyone is welcome at ROH, whatever your background or experience, and we look forward to your application.

Best of luck!

Alex

ROYAL OPERA HOUSE



# ABOUT US

Home to The Royal Ballet, The Royal Opera and the Orchestra of the Royal Opera House, the Royal Opera House (ROH) brings together world-class performers and trailblazing creative teams to share unforgettable performances with audiences near and far.

We house the busiest theatres in the world, delivering more than 400 performances and around 1,350 learning events each year. We employ 1000 permanent staff and generate a turnover of £135m, attracting 1.5m attendances in Covent Garden and in cinemas.

We're at the forefront of innovation in ways in which audiences can experience opera and ballet. Our work is accessed and experienced across the UK and globally through streams, tours, cinema relays, radio broadcasts and TV output.

We work across three sites, all enabling us to produce exceptional performances – our theatres and offices at Covent Garden, our production workshop at Thurrock and our storage facility at Aberdare.

ROYAL OPERA HOUSE





# WORK FOR US – EVERYONE IS WELCOME

We want many more people to enjoy and engage with exceptional ballet and opera.

We believe diversity is about making sure we can attract and develop talented people who bring more because of their different backgrounds, experiences, cultures and outlooks.

Recruiting and working with these talented people is just part of the work. We are committed to creating an environment where everyone believes they belong and can do their best work.

We operate a fair and open recruitment and selection process. Every role is open to all sections of society and we welcome your application, regardless of your sex, race, religion or belief, ethnic origin, different physical ability, age, gender identity or sexual orientation.

We particularly welcome applications from those who are from a global majority background and/or those who are disabled, as they are under-represented within the Royal Opera House. As a Disability Confident employer, we guarantee to interview all disabled applicants who meet the essential minimum criteria for our vacancies.





# ROYAL OPERA HOUSE – PRODUCTION MANAGEMENT

The Production Management team work across both new and revival productions for the Royal Opera and The Royal Ballet, operating efficiently and effectively to ensure the coordination and cooperation between Producer, Director/Choreographer, Designer, Lighting Designer, Model Room, Creative and Design Associates, Stage Management, and senior colleagues across the Technical, Production & Costume Department.

The team take personal responsibility for the safety of self and others and promote a positive approach to Health & Safety and safe working practices at all times.

They also strongly role model the ROH values:

Treat each other with **R**espect | Be **O**pen | Value the **H**ighest Standards



# JOB DESCRIPTION

JOB TITLE:	Production Manager
REPORTS TO:	Senior Production Manager <i>With an additional reporting line to the Deputy Director: Production and Planning</i>
CONTRACT TYPE:	Fixed term for c. 18 months (April 2023 – September 2024)
SALARY:	£52,020 per annum
HOURS OF WORK:	42.5 hours per week
MAIN PURPOSE OF JOB:	To work as a Production Manager in the Technical, Production & Costume Department, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality.

# JOB DESCRIPTION

## MAIN RESPONSIBILITIES

- To manage new and revival productions from inception to staging, having overall control of the budget of a new production, whilst maintaining artistic qualities and technical practicalities.
- For new productions, work closely with designer and director/choreographer from inception to staging including supervision and monitoring of costs, standards and deadlines.
- For revival productions and refurbishments, undertake and supervise repairs, alterations and maintenance including supervision and monitoring of costs, standards and deadlines.
- Ensure that each new production is successfully approved for performance by Westminster City Council.
- Ensure relevant Health & Safety legislation is applied effectively, and appropriate risk assessments and method statements are carried out and delivered for each production, engaging with senior managers and the H&S department to ensure they are fit for purpose.
- 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.
- Manage all allocated budgets, understanding budgetary constraints to maximise resources and minimise expenditure, and informing senior managers promptly with budgetary concerns.
- Maintain high standards under pressure and carry out tasks without detailed supervision.

# JOB DESCRIPTION

## PERSON SPECIFICATION

### Essential knowledge, skills and experience

- Significant and extensive Production Management experience in a major Theatre, Opera or Ballet company environment.
- Proven project management skills including robust and accurate financial reporting.
- Demonstrable detailed specialist knowledge of scenery construction, materials, paint and finishing processes.
- Able to demonstrate an understanding of the work of theatre production, technical and stage areas.
- A strong understanding of the health and safety aspects of scenery construction and stage practices.
- Fully conversant with all relevant Theatre, Opera and Ballet technical terms and concepts.
- Proven people management and budgeting skills.
- Consistent performance under pressure and effective troubleshooting and problem-solving ability.
- Excellent IT skills including MS Office, AutoCAD, and any other software pertaining to the role.
- Proven experience of managing teams and projects with consistent high production standards.
- Strong relationship management skills and clear communicator with a proactive approach to communication.
- Flexibility to work varied hours including travel and work at other locations on ROH business if required.



# KEY DELIVERABLES

1. Maintain high production standards and timely delivery of duties.
2. Effective resource management and budget management.
3. Effective management of direct reports with strong and positive morale.
4. Compliance with Health and Safety best practice and ROH procedures.





# WORKING WITH US – WHAT TO EXPECT

*“The Royal Opera House has been an exceptional place to work and thoroughly supported everyone all levels during very difficult times”*

*“Working at the Royal Opera House has provided me so much joy in my life. I really do love working for such a great organisation and with lovely people.”*

*“I absolutely love working here.”*

Starting a new job can be daunting. At the Royal Opera House we want to make that transition as smooth and easy for you as possible. We'll provide you with all the information you need before you start and will be on hand to answer any questions you may have about the role.

We are a big organisation, with more than 1000 staff and sites at Covent Garden, Thurrock and Aberdare. There will be plenty of people to meet and you'll have a structured induction, including tours of both our Covent Garden and Thurrock sites. This is a great way to orient yourself and understand how all the work comes together.





# WORKING WITH US – BENEFITS

- 28 days annual leave (including bank holidays), increasing with length of service.
- Membership of the ROH Pension scheme
- Staff offers on performance tickets and access to general rehearsals
- Subsidised canteen and coffee bar
- Interest free season ticket loan once you have passed your probation and onsite spaces for secure cycle storage, subject to availability
- Family Friendly policies
- Childcare vouchers scheme
- Access to our Employee Assistance Programme providing 24 hour advice and counselling services
- Access to the ROH Benevolent Fund, providing confidential support and assistance
- Special arrangements for Healthcare including a health cash plan for employees and healthcare support for performers
- Discounts on alternative and physical therapies provided in-house
- Discounted staff ballet, Pilates and yoga classes
- Discounts at the ROH Shop
- Concessions at a wide range of local Covent Garden shops, restaurants and gyms





## YOUR APPLICATION – CHECKLIST AND WHAT'S NEXT

- Read through this job pack before you make your application.
- We're committed to anonymous shortlisting and all applications are reviewed on their own merit. For this reason we don't accept CVs directly and applications must be made via our website. Follow the link at the bottom of the job description webpage to make your application. [Find out more.](#)
- If you have any questions or require any reasonable adjustments to the application process, please [contact the ROH Recruitment Team.](#)
- After you have submitted your application, we will contact you if you have been shortlisted for the interview stage. *We also contact all unsuccessful applicants by email with an outcome.*

