



## **JOB DESCRIPTION**

**Title:** **Production Manager (Linbury and Revivals)**

**Reports to:** **Senior Production Manager**

With an additional reporting line to the Deputy Director: Production and Planning

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### **Overall Purpose of the Job:**

Working to the priorities set by the Deputy Director: Production and Planning and the Senior Production Manager.

To work as a Production Manager for the Linbury. To further support the Production Managers of new Mainstage Productions, and to production manage certain Mainstage Revivals and Events where required, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality. To deliver activities within agreed resources and budgets. To provide effective leadership and management of staff.

### **Main Responsibilities:**

#### *Day to day operations*

- To manage any allocated productions and events from inception to staging, having overall control of the budget, whilst maintaining artistic qualities and technical practicalities.
- For new Linbury 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, to undertake and supervise repairs, alterations and maintenance including supervision and monitoring of costs, standards and deadlines.
- To support the Mainstage Production Managers on new Mainstage productions, as and when required.
- Ensure production co-ordination with the Producer, Designer, Lighting Designer, Model Room, Creative and Design Associates, Stage Management, and senior colleagues across the Technical, Production and Costume Department.
- Engage and monitor the work of outside contractors.
- Ensure that each new production is successfully approved for performance by Westminster City Council.
- Ensure that up to date information is available regarding quality, efficiency, materials, and technology and to be fully conversant with required standards.
- Cost and control budgets for new and revival productions for both Royal Opera and Royal Ballet, providing weekly and monthly budgetary updates and re-forecasts.
- Collaborate with Designers, Directors/Choreographers, Lighting Designers, relaying relevant information to Technical functions and Stage Management

- Work closely with and provide information to Production Workshop HODs, Team Managers and Outside Contractors.
- Oversee delivery of scenic items made by Production Workshops and Outside Contractors.

#### *Health and Safety*

- Under the guidance of and reporting to the Senior Production Manager, to:
  - With the approval of the Senior Production Manager, act as subject matter expert advising the Artistic Companies, who are in turn carrying out the role of Client under Construction, Design and Management (CDM) Regulations 2015, and to advise the Client at all stages of planning, design, and implementation of the production design.
  - With the approval of the Senior Production Manager, share the duties of Principle Designer under CDM 2015 with the Artistic Directors of the Companies and the Scenic Designer, to jointly and severally deliver the design in a safe and practicable manner at all stages of construction.
  - With the approval of the Senior Production Manager, give specialist advice and inform the ROH of design and construction risks, working within the parameters set by the Artistic Companies and the Scenic Designer and the requirements of H&S regulations, including but not limited to CDM 2015.
- Take personal responsibility for the safety of self and others.
- Promote a positive approach to Health & Safety and safe working practices at all times.
- 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.
- Undertake Health and Safety and any other training as identified by line managers and as required of the post, which may include but is not limited to ISOH and CDM 2015.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.
- Oversee a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

#### *Finance*

- Manage all allocated budgets, understanding budgetary constraints to maximise resources and minimise expenditure, and informing senior managers promptly with budgetary concerns.
- Assume responsibility for the production budget in its entirety, with full oversight of Costume Production Management budgets and all pertinent Technical budgets.
- Adhere to ROH procurement policies, demonstrating transparency and honesty in all financial matters, ensuring procurement options are researched thoroughly with attention paid to cost effectiveness at all times.
- Follow departmental and ROH reporting procedures, presenting financial updates in a timely and accurate manner.

#### *Communication and Relationships*

- 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.
- Treat people with respect and maintain good working relationships.
- Coordinate work with others, sharing relevant information, ideas and resources, and demonstrate a disciplined approach to work.
- Maintain high standards under pressure and carry out tasks without detailed supervision.

- Develop strong working relationships with colleagues across Technical, Production, Costume the Performing Companies and the wider organisation.
- Create an environment of positive and engaged communication and information sharing with all production teams.
- Engage confidently with colleagues and manage expectations at each stage of the process.

#### *Continuous Improvement*

- Keep in touch with best practice as relevant to the role and emerging technologies, including relevance to the sustainability aims and goals of the ROH.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Contribute to a culture of innovation and continuous improvement.

#### *Deliverables*

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

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

### **PERSON SPECIFICATION:**

#### *Skills and Experience*

- A good level of Production Management experience in a mid-scale 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.
- Proven people management and budgeting skills.
- Excellent IT skills including MS Office, AutoCAD, and any other software pertaining to the role.

#### *Project Management*

- Proven experience of managing teams and projects with consistent high production standards.
- Consistent performance under pressure and effective troubleshooting and problem solving ability.
- Ability to work effectively within given resources using effective planning skills.
- Ability to demonstrate effective budget management.

#### *People Skills*

- Positive leadership style, leading by example
- Strong relationship management skills and clear communicator with a proactive approach to communication
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach
- Self-motivation and good written communication skills
- Collaborative approach to working
- A strong team leadership ethic

### *Job Requirements*

- Strong awareness of and adherence to Health and Safety policy and best practice with demonstrable understanding of CDM 2015 and an IOSH qualification an advantage.
- Compliance with discrimination legislation and Equal Opportunities principles
- Flexibility to work varied hours including travel and work at other locations on ROH business if required.
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

