



JOB DESCRIPTION

Title: Sound, Video & Broadcast Project Manager
Reports to: Programme Lead: Technical Estates Renewal
Manages: N/A

Background:

The Royal Opera House (ROH) is developing a major programme of work which will bring together a range of energy and sustainability initiatives, infrastructure replacement works, and individual projects which will help to transform the working environment across our estate. Like much of the ROH estate, the technical estate was installed in 1999 and much is now reaching the end of its life or has been superseded by technological advancements. A major project to upgrade the Flys system has recently been completed. Our attention now turns to planning the upgrade and ongoing maintenance of the remainder of our stage technology ensuring we work closely with operational colleagues to deliver projects around a demanding schedule.

The Sound, Video & Broadcast (SVB) upgrade includes:

- Full cabling infrastructure network upgrade
- UHD video and visual equipment upgrade
- Broadcast and presenting rooms upgrade
- Full audio equipment upgrade
- Site wide paging system upgrade

Responsibilities:

Project Management:

- Plan and deliver the upgrade of Sound, Video & Broadcast projects.
- Write detailed Business cases for project approval and initiation.
- Work closely with Technical, Production & Costume Sound, Video & Broadcast team to capture technical requirements to be delivered by the project.
- Write tender documents, in particular technical specification of the proposed works.
- Work closely with Legal and Business affairs in defining the client requirements and any contracting documentation; work closely with contract administration in reviewing monthly valuations from suppliers.
- Work closely with Environmental Manager to clearly identify sustainability scope of the project.
- Report project risks and progress to the Project Board.
- Write risk assessments and method statements for each project task as part of the Construction Phase Plan.

- Ensure daily handovers between the Project, Sound, Video & Broadcast team, A&M team and Stage teams.
- Site Management: oversee all site works during infrastructure installation, ensuring construction site rules are followed (CDM 2015).
- Stakeholder engagement: define communication methods with stakeholders and ensure regular updates are shared at agreed intervals.
- Change Management: consider any changes to working practice, ongoing maintenance, etc. required during or following the Project; assist in any adaptation.

Technical:

- Understand the fundamentals of stage and performance Sound, Video & Broadcast, including rigging, power and data requirements.
- Ensure current regulations and practices are implemented and monitored.
- Work with contractors and manufacturers to ensure the sustainability scope of the project conforms and aligns with the ROH policy.
- Work closely and report regularly with the Sound, Video & Broadcast team and TP&C Directors on progress and schedules.
- Manage day to day upgrade works with no disruption to stage operations.
- Support and supervise both internal and external installation teams.
- Work closely with the Sound, Video & Broadcast Manager to ensure maintenance tools, spares and test equipment are made available for the new rig as part of the upgrade.
- Using the asset management system to monitor the stock of critical spares, tools, and consumables for upgraded equipment and infrastructure.
- Ensure the potential to integrate Sound, Video & Broadcast control systems with other technical equipment such as lighting and stage.
- Manage network infrastructure alongside the IT department.

PERSON SPECIFICATION

Essential Skills/Qualifications:

- Proven project management and delivery experience of major infrastructure works including budget management.
- In-depth understanding of power, controls and networks.
- Experience in systems including entertainment controls, architectural systems and networking.
- Ability to follow, draft & update schematics and diagrams.
- Excellent troubleshooting skills.
- Good understanding of CDM regulations and experience of contractor management.
- Ability to lead and manage a team.
- Open and confident communicator

Desirable skills and qualifications:

- Project management qualification: Prince2 or PMP
- A good understanding of a busy repertory house schedule
- CCNA

- Rigging experience
- Working at height
- IOSH
- CAD

Job Requirements:

- Sound knowledge of Health and Safety requirements and safe working practices.
- Awareness of Equal Opportunities principles.
- Flexibility to work varied hours including overnight work.
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

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

