



JOB DESCRIPTION

Title: Flys Deputy Manager

Reports to: Flys Senior Manager

Manages: Flys Assistant Managers and Senior Technicians

Overall Purpose of the Job:

Working to the priorities set by the Flys Senior Manager.

Working with the Flys Senior Manager to be responsible for Flys operational and production requirements, managing the team to deliver productions, and 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.

The Senior Manager is not expected to run the rail except in unforeseen circumstances to support the team. The Deputy Manager, the Assistant Managers and the Senior Technicians will all be required to run the rail during changeovers as well as rehearsals and performances.

Main Responsibilities:

Day to day technical operations

- Oversee the highest level of competency in the programming and operation of the flys system, in line with ongoing technical developments and changes to best practice.
- Support the Flys Senior Manager where necessary as they liaise and work effectively with creative and production teams for new productions, revivals, events and visiting productions.
- With the support of the Senior Flys Manager, ensure all staff working in the flys provide a safe, efficient, and professional level of support for rehearsals and performances, to the highest possible technical and aesthetic quality.
- With the support and input of the Senior Flys Manager, schedule staff to serve production requirements and facilitate the smooth running of the department.
- Attend model, production, and other technical department meetings if required.
- Identify and advise on additional equipment needs for production requirements.
- Contribute to fostering a culture of continuous improvement across the team.

- Tour the UK and overseas if required, or visit other theatres or venues, representing the ROH to the highest standards of courtesy and professionalism at all times.

Health and Safety

- 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 as required, 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.
- 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.
- 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, 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.

Leadership

- Supervise staff attendance, conduct, performance, holiday and other absences, reporting any concerns promptly to line managers.
- With the Senior Flys Manger, manage the planning of staff schedules.
- Assist with the induction and training of staff to the required standard if required by the Senior Flys Manager.

- Support a culture of information sharing, collaborative working and team working.
- Be visible, approachable, supportive and accessible to the team.
- Openly encourage and recognise the contribution of others and give constructive feedback on a regular basis.
- Ensure that working practices are in accordance with ROH policies and procedures.
- Maintain the highest level of health and safety management and practically support the training of staff.

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 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

- An excellent track record in technical theatre with major establishments, including the staging of opera and ballet. Current experience is essential, team leadership an advantage.
- Excellent record as a trained and safe operator of an automated flying system (ROH or equivalent).
- An appreciation of both technical and aesthetic aspects of performance, demonstrating a broad range of technical skills and understanding.
- Ability to assess production needs for fly operations in a repertory house.
- Experience in basic front line maintenance and awareness of developments in automated flying systems and stage engineering.
- Confident user of Microsoft Office.
- Good understanding of AutoCAD.

Project Management

- Proven experience of team leadership and consistent high production standards.
- Consistent performance under pressure and effective troubleshooting and problem solving ability.
- Ability to work effectively within given resources and budgets.

People Skills

- Strong relationship management skills and clear communicator with a proactive approach to communication

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- 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
- 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.

