

JOB DESCRIPTION

Role / Title:	Orchestra Production Manager
Reports to:	Orchestra Director
Manages:	Orchestra Operations Manager Orchestra Operations Assistant Managers Casual staff as appropriate.
Liaises with:	Orchestral Management OROH Musicians, Extra and Deputies Music Directors, Guest Conductors Production and Creative teams Technical, Production & Costume Stage Management Music Library Health and Safety Manager Visiting Orchestra / ensembles Broadcast and recording engineers Facilities Department

Overall Purpose of the Job:

To take overall responsibility for ensuring that all necessary technical, practical and seating requirements are in place for all work of the Orchestra of the Royal Opera House at all venues and for all work of guest Orchestras and ensembles appearing at the Royal Opera House, ensuring the highest standards of safety at all times.

Key Accountabilities:

Scheduling and Planning

- Attend House wide planning meetings and closely monitor all forward schedules for the RBO, advising the Orchestra Director/Orchestra Manager of the impact of all scheduling decisions on the operations of the OROH and all visiting ensembles, particularly in terms of venue management, contractual obligations and health and safety.
- Ensure that any H&S and practical considerations for the OROH/visiting ensembles are reported back at the House wide post production meetings.
- Liaise with production and creative teams, technical and stage management, broadcasting and recording engineers, Musical

Directors and guest conductors, particularly in the case of productions new to the RBO, to determine the impact of any aspect of the production on the work of the OROH and all visiting ensembles.

- Advise the Orchestra Director as to any anticipated expenditure required in order to carry out the work of the department effectively and make all efforts to then operate within an agreed budget, providing documentation as required for all expenditure and ensure that the expenses system is updated.
- Plan and present to the orchestra pit layouts for the upcoming season, highlighting performance sound related issues and solutions.
- Agree a pit layout with all conductors in advance of the rehearsal period taking into consideration both their requirements and paying due regard to H&S considerations.
- Meet annually with both Music Directors to discuss pit planning for each season to ensure that their advice and views are taken into consideration.
- Liaise with the orchestra management team for all guest orchestras/ensembles advising on pit lay out, H&S considerations and all other technical requirements.
- Represent the Orchestra Director in their absence in all matters pertaining to the operations of the Orchestra taking decisions as necessary ensuring that the Director is fully appraised of all pertinent information on his/her return.

Pit Technical Management

- Ensure that all technical facilities in the orchestra pit, such as elevators, lighting, safety net and seating are clean, maintained and safe for use at all times
- Maintain detailed and accurate records of all venue and repertoire lay outs ensuring that such records are readily available.
- Manage and take responsibility for the safe handling, storage and transportation of all OROH instruments and equipment.
- Working with the stage engineers to design any additional orchestral hardware that is required.
- Advise the Orchestra Director of any maintenance or repair due to ROH property and be prepared to facilitate any necessary arrangements in relation to such maintenance and repair to include the hire of replacement equipment if necessary.
- Liaise with the relevant companies with regard to keyboard requirements for rehearsals, performances and concerts and oversee positioning, maintenance and tuning as required.
- Liaison with visiting companies with regard to their technical and artistic needs, access requirements and risk assessments.
- Oversee the maintenance of a detailed inventory of all OROH property, to include musical instruments, music stands, chairs and all other tools and equipment that have been purchased by the ROH to enable the work of the Orchestra. Oversee the hire

of any OROH instruments or equipment to external organisations.

Staff Management

- Manage the Orchestra Operations Manager, the Assistant Orchestra Operations Managers and any casual staff on a day to day basis, managing all personnel requirements, training and health and safety needs.
- Oversee the rota for the Orchestra Operations team ensuring that the duty operations team have the pit, stage or rehearsal space (as appropriate) set and ready for use at the scheduled time and in accordance with the requirements of the repertoire.
- Advise the Orchestra Director on any arising capability, disciplinary or industrial relations matters.

Health and Safety

All Orchestra Operations staff are responsible for the general Health and Safety of employees and visitors while they are in the Orchestra work areas.

- Work with the Orchestra Director to develop workable solutions to health & safety issues affecting members of the Orchestra
- Take the lead in performance sound monitoring and risk assessment
- Oversee the development and maintenance of the noise database
- Carry out and maintain risk assessments for all productions, orchestra working areas, touring/concert venues and specific noise risk assessments for individual productions.
- Ensure that accurate records are maintained of any incidents that occur and that they are online for further investigation by the H&S Manager if appropriate.
- Liaise regularly with Orchestral Health and Safety reps on safety matters affecting the Orchestra.
- Remain abreast of any changes in workplace H&S laws and work to maintain the highest level of safety in the workplace at all times.
- Ensure that all of the Operations staff are trained in the effective use of noise monitoring tools and software.
- Take an active role on the Performance Sound working group updating the group on any sound related issues and solutions and contribute to policies and procedures in that area.
- Undertake training to act as a Fire warden and First-aider in the event of an accident or emergency.

Transport and tours

- Arrange and ensure the safe transportation of all instruments and equipment for all outside venues and tours.
- Prepare tour documentation and packing as necessary

- Attend get-ins and get-outs on tour as requested.
- Undertake visits to venues on behalf of the Orchestra, if requested, in order to ascertain the suitability of a venue for future performances

Rehearsal/Performance Duties

All Orchestra Operations staff undertake rehearsal/performance duties which are in addition to the responsibilities outlined above.

- For performance, be well presented either in OROH issue blacks or Dinner Suit / smart blacks (when required) from the time the Stage Manager calls the half until the end of the call.
- Put all necessary scores on the correct music stand. At the end of a call, return the conductor's score, and collect and store the orchestral music. Reorganise the Pit as necessary for the next event in the pit.
- Ensure all musicians have sufficient space to perform and make changes to the pit layout as necessary to achieve this. Advise-orchestral management of any potential problems of any changes or difficulties that were experienced during a call by musicians or other production staff.
- In performance, liaise with stage management standing by at the pit/stage entrance until the conductor is in place and the house lights are down. Ensure the timely preparation, setting and clearing of stage bands and related facilities when required.
- While on duty, be available and contactable at all times, either in the operations office or via your mobile phone, to deal with problems as they arise. During a call (from the half), during orchestral breaks and at the conclusion, standby at the pit/stage being clearly visible to musicians, taking note of problems they may have encountered and make every effort to resolve any issues.
- Attend to conductors' requirements, and where possible, liaise with them at the start and conclusion of a call to check that they are comfortable with stand, stool, lighting or other matters as required.
- In the absence of orchestra management staff, fulfil the role of Duty Orchestra Manager for occasional Royal Ballet and Opera performances.

Person Specification

Knowledge, Technical Skills and Experience

- An exceptional proven track record in an orchestral management, technical or events project management role.
- Considerable knowledge and experience of the working practises of a professional orchestra and the theatre
- The ability to read music (basic level) and engage with orchestra players.
- Considerable expertise and experience in the safe handling, storage and transportation of musical instruments.
- A working knowledge of relevant H&S regulations including the current Noise at work regulations
- Proficient Microsoft Office user as well as experience with software such as OPAS, DIESE, AutoCAD or other event management system software.

Management Skills

- Strong project management skills and ability to deliver to budget and deadlines. Track record of taking and accepting responsibility for projects and initiatives.
- Ability to react quickly to situations, to be reliable and resilient, to perform consistently under pressure and to respond positively to changing circumstances.
- Flexible and adaptable in thinking and approach, able to plan and manage change.
- Ability to understand the physical problems encountered by players in the pit and on stage, and to work together with those players, individually and in sections, to resolve the problems where possible
- Communicate both in writing and orally in a fluent and persuasive manner, in good clear English, and to listen, negotiate and be assertive as appropriate.
- Staff management skills to ensure direct reports are motivated, competent and supported through training and coaching to achieve consistently high standards of performance.
- Fairness and consistency in team management and application of RBO and Department policies, procedures and standards.

Job Requirements

- Awareness of Health and Safety legislation and Equal Opportunities principles.
- Flexibility to work varied hours including regular evenings and weekends for scheduled performances and to work on tour as required.
- Physically capable of performing the role – standing, walking long distances over uneven surfaces, climbing, lifting, sitting for long periods.
- Able to travel within the UK or abroad as required.

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

