



## **JOB DESCRIPTION**

**Title:** Production Props Assistant Manager

**Reports to:** Production Props Senior Manager

**Manages:** Prop Makers and Workshop Coordinator

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

Under the line management of the Production Props Senior Manager, to be responsible for the staff, functions, and output of the Production Props Workshop, providing effective and positive leadership and management, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality.

To work to the highest artistic standards and be fully conversant in a full range of craft skills, collaborating with Designers and Production Managers and delivering activities within agreed resources and budgets.

### **Day to day operations:**

- Assist in the management of the staff and the Prop-making requirements of the Royal Opera, Royal Ballet, and any other associated companies as required.
- Liaise collaboratively with Designers and Directors, Production Managers, and colleagues in other Production workrooms, workshops and teams to deliver workloads in a timely fashion.
- Assist the Senior Manager in ensuring the highest level of artistic and technical craftwork is practiced at all times by staff, staying abreast of new technologies, materials, and identifying additional training requirements.
- Oversee consistent scheduling and supervision of all staff, delegating appropriately and monitoring the delivery of work, and recruiting staff or commissioning external contractors.
- Work as a props buyer sourcing props and materials working within defined budgets and time restraints.
- Attend production meetings, rehearsals, and performances.

- Ensure departmental and production paperwork is completed within timeframes set by senior managers, and digital records are saved in accordance with production protocols.
- Oversee the Work Experience programme with the HR department, to manage prop-making work experience placements throughout each season.
- Act as a public facing ambassador/ representative for the Props Department, providing tours to donors, industry professionals and the wider public when required.
- Work closely with colleagues to ensure The Green Book philosophy is implemented across the department and in the production of new work.
- Monitor the movement and storage of props and materials liaising with the relevant departments to facilitate effective delivery and accurate cataloguing.
- Provide and update accurate props lists for Production Managers, Running Props and Stage Management to work from.
- Deputise for the Senior Manager in their absence, including purchasing and hires in accordance with RBO procurement policies, and in line with department and production budgets.

### **Standard Duties:**

#### *Leadership*

- Supervise the work of all members of the Props Production team reporting any concerns regarding attendance, conduct or performance promptly to line managers.
- Promote a collaborative working environment and positively encourage staff development and growth.
- Be visible, approachable, supportive and accessible to the team.
- Carry out induction and training of staff to the required standard as required.
- Maintain high production standards and timely delivery of duties.

#### *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 help maintain a good working atmosphere.
- 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, and the Performing Companies where both dependency and diplomacy are key to successful working relations.

#### *Health and Safety*

- Take personal responsibility for the safety of self and others.
- Always promote a positive approach to Health & Safety and safe working practices.
- Ensure H&S policies are followed, and risk assessments and method statements are written and implemented, 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 (e.g. IOSH/ First Aid/ Fire Warden)
- Ensure that any near miss, incident or accident is reported in accordance with RBO policy.

- Work with colleagues to maintain a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

#### *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 RBO.
- 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.

*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*

- Substantial experience of practical prop making in a professional theatre, with experience of supervision of staff and working to tight timeframes.
- An in-depth understanding of prop construction, repair, costs and timescale for the benefit of managing and forecasting workloads
- A Theatre/Art and Design course to degree level, or professional craft-based training to an equivalent level is an advantage.
- Experience of sourcing and buying props and materials in-line with designs, historical contexts and budgets.
- Knowledge and experience of working with a wide network of suppliers, traders and companies.
- Able to work from and accurately interpret scale drawings, plans and models.
- Proven competence in the safe use of all workshop machinery and equipment, conversant with safety requirements.
- Competent financial skills including budget reporting and accuracy in monitoring and processing orders, and stock management.
- Organised, efficient, with excellent IT skills
- Able to use in-house systems for purchasing and payroll, assisting the prop administration role when required.

#### *People Skills*

- Self-motivated to lead by example.
- Strong relationship management skills being a clear and collaborative communicator.
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach
- Good verbal and written communication skills

#### *Job Requirements*

- Strong awareness of and adherence to Health and Safety policy and best practice.
- Commitment to sustainable practices
- Compliance with discrimination legislation and Equal Opportunities principles.
- Flexibility to work varied hours including travel and work at other locations on RBO business if required.

- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

