



JOB DESCRIPTION

Title: Production Manager, Audiences and Commercial

Reports to: Head of Production, Audiences and Commercial

Main purpose of the job:

To provide experienced production management support for all aspects of audio-visual content produced in house by the RBO Production & Studios teams. Including but not limited to: Marketing AV and stills assets, Branded Content, the RBO's Season of live worldwide cinema relays, VOD live streams, and the subsequent postproduction for DVD and Worldwide TV & VOD exploitation; the filming of live performances and events for other projects (live streaming or television broadcast commissions), and documentary style short films.

To work to best practice standards, health and safety requirements and observe department protocols for all projects

To manage all stakeholders, suppliers, team and project related team relationships successfully

To support a culture of continuous improvement and innovation

Main Responsibilities

Working to the priorities set by the Head of Production, Audiences and Commercial:

Production Management

For all Royal Ballet and Opera produced AV marketing productions, and Live & As live Streamed events (cinema & VOD), duties include:

- Working to a brief for each designated project and following up as needed to gather further information if required.
- Booking and negotiating with freelance crew, staff and hired facilities as required.
- Creation and distribution of call sheets & risk assessments for the live multi-camera broadcasts and single camera documentary filming.
- Support HOP in budget management and cost-conscious decision making.
- Regularly liaise with Finance, manage monthly reports, and ensure cost reports are up to date
- Raise purchase orders for suppliers and freelancers using the relevant RBO systems. Ensuring new supplier information is up to date & new suppliers are set up quickly without delays to payment
- Negotiate and organise with all internal departments and artists and creative teams as necessary, the ancillary documentary filming for each filmed production. This work supports a variety of freelance directors who are often new to the RBO.
- Advise and occasionally project manage external film crews during filming as required
- Collaborate with Insights Programme Manager in the Learning & Participation department when necessary, and support our Production Co-ordinator, in ensuring smooth running of all live streamed Insights.
- Use the existing House and departmental intranet systems to plan and communicate all filming activity.
- Attend weekly Broadcast Technical meetings, to discuss camera rig times, audio requirements and filming plans
- Be able to Operate Graphics machine (Caspar) for VT and Aston playout, including making all assets in advance.

Post-production

- Support the planning and progress for the post-production and delivery of all productions to all platforms
- Management of footage, metadata, archiving and maintenance of the MAMS (Media Asset Management systems).
- Become a subject matter expert of the MAMS, and provide training to others as required
- Provide technical support and assistance when required, assisting with research and development of new broadcast equipment and infrastructure.
- Support the RBO Studios team in the creation of clips and archive recordings in a variety of formats, including assisting with clip requests and video editing, providing watermarked DVDs or files to 3rd parties when required.
- Working knowledge of editing software, encoding software and Photoshop.
- Working knowledge of Jira and MS Office.
- Understanding of FTP file delivery, or other such file delivery systems, or a willingness to learn.

- Investigate and recommend workflow improvements where appropriate

Line Management

- Manage at least one line report within Production, ensuring effective delivery of Production assets to RBO stakeholders to time and budget.
- Support and mentor, giving regular feedback, guiding career opportunities and development discussions.
- Holding 121 weekly meetings to check in, alerting HOD of any issues that may need escalating.

Continuous improvement

- Play an active role in Production, contributing to the efficient running of the department
- Continue to develop knowledge and expertise in the Ballet and Opera art forms.
- Keep abreast of best practice, trends and new technologies relevant to the sector.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Promote and foster a culture of information sharing, collaborative working and cross-team working

Relationship Management

- Develop sufficient awareness of the operations, priorities and needs of the various departments involved in the designated projects to be able to operate effectively and act with diplomacy as required.
- Demonstrate sensitivity to filming and recording in an artistic environment.
- Demonstrate and put into practice thorough knowledge of RBO filming protocols inc Heath & Safety, Legal, Insurance, Child Protection Policy, EDI & Music Copyright.
- Support external relationships with our Broadcast partners, and help facilitate projects when required
- Work effectively as part of a small team, observing requirements for confidentiality and all department procedures and practices
- Input into design of new systems such as Remote Production, remote editing, subtitle editing, live captions, Dièse, RBO Stream, Dolby Atmos
- Maintain excellent close-working relationships with the Artistic companies and other departments within the RBO such as Technical, L&P, Opera, Ballet, Orchestra, Planning, FOH, H&S, Ticketing set-up & other A&C teams

Administration

- Complete post-production e-paperwork for delivered programmes
- Help maintain the departmental database of freelancers and suppliers

PERSON SPECIFICATION

Essential Knowledge, Skills and Experience

Production Management

- Demonstrate experience in a similar role in TV Broadcast or Streaming production environment.
- Excellent knowledge of scripted multi-camera, TV gallery production, and live relay / TV / Streaming production processes, technology and formats
- PSC (Portable Single Camera) filming experience and marketing campaign film experience
- Excellent knowledge of post-production workflows, technology and formats for delivery of projects for a wide variety of platforms
- Excellent budgeting and time management & prioritisation skills
- Ability to support the planning and delivery of small documentary storytelling film projects
- A background or strong interest in opera and ballet, music and the arts
- Competent with Video and Picture Editing software

Project Administration

- Excellent experience in all aspects of film and broadcast production administration
- Experience of working in a highly deadline-sensitive environment, working with thoroughness, detail and accuracy
- Excellent administrative, time-management and organizational skills and ability to manage a busy workload
- Ability and commitment to learning new software and systems and adopting new processes as required to support the smooth running of the department
- Strong organisational, planning and time Management skills with ability to prioritise and meet deadlines

People Skills

- A strong team player with experience of working effectively with multi-disciplinary teams both inside and outside the organisation
- Ability to support a range of working relationships and work effectively within a team – very diplomatic and a strong negotiator.
- Proven ability to remain calm in the face of multiple demands
- Excellent verbal and written communication skills
- Confidence to negotiate rates and terms when required with freelancers and suppliers
- Consistent high level of service delivery and responsiveness
- Understanding and experience of the needs of working with artists and theatre staff
- Ability to liaise effectively with people at all levels and confidence working with high profile Artists and presenters

Continuous Improvement

- Ability to work to and support a culture of continuous improvement
- The ability to assimilate new information, and develop new skills or hone existing skills, to be able to deliver work to a high standard
- Commitment to managing own learning and continuous development relevant to the role

- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.
- Commitment to understanding and upholding the charitable aims of the Royal Ballet and Opera – securing the future of ballet, opera and music, ensuring broad access to the artforms and reaching communities via our learning and participation programmes.

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