



JOB DESCRIPTION

Title: Production Coordinator

Reports to: Production Manager, Audiences and Commercial

OVERALL PURPOSE OF THE JOB

The Royal Ballet and Opera (RBO) continue to lead the way in opera, ballet, music and dance both live on stage and through multiple digital platforms, from streaming to cinema globally. The work of our Audiences and Commercial team focuses on growing the passion, advocacy and demand for the art forms presented by the Royal Ballet and Opera, so that we can increase our audience-generated revenues.

The role of Production Coordinator is based within a busy and fast-paced Production team, working to provide a range of production coordination services on all aspects of the audio-visual content produced by us in house.

Projects include but are not limited to: live relays for the RBO Cinema Season, live streaming e.g. our Insights on YouTube, marketing campaign shoots, educational programming such as Create Day, as well as subsequent postproduction for DVD, worldwide exploitation and RBO Stream.

A day in the life of the Production Coordinator might involve: pencilling crew, processing invoices, being a runner on a shoot, editing clips, helping to manage our media archive, issuing call sheets and risk assessments... Working with the Production Manager, the successful applicant will be developed as a key point of contact for all of our filming and output.

We are a small Production team with a great working culture within a much larger division. We're committed to sharing experience and knowledge mutually and transparently, finding A&C workflow efficiencies, keeping Health & Safety at the forefront of our minds and being cost conscious when managing spend.

The role is responsible for managing and developing excellent working relationships with a range of internal and external stakeholders, artists, and creative teams who work alongside The Royal Opera, The Royal Ballet and more widely across the Royal Opera House as an iconic and leading visitor destination.

Key Accountabilities

Working to the priorities set by the Head of Production or Production Managers:

Building relationships

- Work closely with the RBO planning and legal teams to ensure all our filming plans and legal agreements are watertight, risk assessed, within union regulations, so that all content we capture is useable
- To liaise with key departments across the organisation to ensure the smooth delivery of all shoots and filmed output, producing relevant planning documentation and call sheets, working to departmental procedures and practice
- Develop excellent working relationships with the company management of The Royal Opera, The Royal Ballet, the Orchestra of the Royal Opera House and other key internal staff and artists
- Book, contract and raise purchase orders for suppliers and freelancers
- Create and distribute filming schedules for all single camera and multi camera shoots
- Use the existing systems (DIESE) to plan and communicate all filming activity
- Assist the PMs in taking greater advantage of both existing and new systems

Pre and Post-Production Support

- Support the Production team in all filming
- Collaborate with Learning and Participation's Insights Manager in ensuring the smooth livestreaming of 20+ Insights programmes per season
- Assist with creation of short form behind the scenes content by undertaking the following tasks as required: research, setting up filming, clip editing, lightweight graphics preparation
- Provide technical support and assistance when required for creation and editing of clips, sharing download links to files, research and development of new broadcast equipment and infrastructure
- Support the planning and progress of postproduction and delivery of our productions for all platforms
- Maintain our media archive and work with the Edit Suite Assistant to implement the archive strategy as set by the PMs
- Understand and observe the principles of RBO filming protocols and Health and Safety requirements, learning to assess risks and working alongside PMs to review best practices continually

Teamwork

- Develop sufficient awareness of the operations, priorities and needs of the various teams involved in any filming project to be able to organise and communicate the workflow and deliver to priorities
- Work effectively as part of the Production team, observing requirements for confidentiality and all department procedures and practices
- Maintain strong working relationships with other Audiences and Commercial teams and key stakeholders

Continuous improvement

- Play an active role in the Production team, contributing to the efficient running of department operations
- Keep in touch with best practice, trends and new technologies or editing tools relevant to the sector
- Contribute to a culture of innovation and continuous improvement
- Manage own learning and continuous professional development relevant to the role; undertake any training if needed; work with your Line Manager to develop skills according to the needs of the team as well as your interests

PERSON SPECIFICATION

Production Coordination

- Demonstrated experience in a similar role in TV, streaming, film or Broadcast production, or equivalent
- Good knowledge of multi-camera, single camera and live relay / broadcast production processes, technology and formats, or willingness to learn
- A good working knowledge of post-production workflows, technology and formats for delivery on projects for a wide variety of platforms
- The ability and interest to build on existing technical skills and knowledge and understanding of relevant subject matter and share this knowledge generously with other team members when relevant
- A keen interest in opera and ballet, music and the arts

Workload Management

- Sufficient experience in all aspects of film production administration
- Sufficient experience of working in a small production team with a large team of freelancers

- Strong organisational and time management skills, able to work on own initiative, with ability to prioritise and meet tight deadlines, working with thoroughness, detail and accuracy
- Commitment to delivering a very high standard of work

People Skills

- A strong team player with experience of working effectively with multi-disciplinary teams
- Proven ability to remain calm in the face of multiple demands
- Confidence to negotiate rates and terms when required with freelancers and suppliers
- Ability to manage potentially difficult stakeholders and relationships and to ensure the interests of the organisation are being served
- Ability to demonstrate understanding of the needs of working with artists and theatre personnel
- A champion of our ED&I values

Continuous Improvement

- Ability to work to and support a culture of continuous improvement
- Commitment to managing own learning and continuous professional development relevant to the role
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment

Job Requirements

- Flexibility to be available for evening work and weekends when required

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

