

## **JOB DESCRIPTION**

**Title: Production Coordinator (Fixed term contract)**

**Reports to: Technical, Production & Costume Administration Manager**

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

Working to the priorities set by the Technical, Production & Costume Administration Manager.

To work as an effective member of the Technical, Production & Costume Administration Team, working collaboratively with colleagues to ensure that all administrative tasks are carried out to the highest possible standard of safety, efficiency and quality.

### **Main Responsibilities:**

#### *Day to day technical operations*

- Based mainly at the production workshops in Thurrock, working with colleagues to maintain administration processes across the departments
- Oversee administration of Health & Safety at the Thurrock workshop – e.g. updating and maintaining the COSHH database and log of H&S paperwork, centralising paperwork within the department
- Help facilitate the day-to-day operations in the Thurrock Workshop
- Assist with the recruitment process and ongoing HR requirements
- Create costings reports for heads of workshops regarding staff hours and production spends
- Tracking hours and absences across departments
- Processing payroll for casual staff members
- Purchasing items for workshops and Production Managers
- Collating stock take information
- Liaise with Covent Garden facilities and IT departments, logging tickets and managing infrastructure maintenance.
- Contribute to fostering a culture of continuous improvement across the team by organising training sessions for the teams including mandatory training.
- Embed new software systems (purchasing, HR and staff scheduling) including system configuration, creation of documents and training
- Sustainability tracking and reporting
- Undertake any other projects or duties as required by Technical, Production & Costume management

### *Health and Safety*

- Take personal responsibility for the safety of self and others by always promoting a positive approach to Health & Safety and safe working practices.
- 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.
- 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.

### *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 & Costume and the wider organisation.
- Carry out site inductions for new starters and visitors.
- Organise department training for staff as required including mandatory training sessions.
- Support a culture of information sharing, collaborative working and team working.

### *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 administration standards and timely delivery of duties.
- 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*

- Demonstrable experience of working in an administrative office-based role.
- Experience of working with databases including data analysis and report writing.
- Experience of analysing data including financial reports and departmental statistics
- Understanding of GDPR regulations.
- Excellent MS Office working knowledge and skills, including advanced MS Excel.
- Excellent attention to detail.

### *Desirable:*

A broad range of understanding of the operations and requirements of theatre, technical teams and departments.

### *People Skills*

- Strong communication skills
- Team player with a collaborative approach to working.
- Ability to work unsupervised and show initiative in dealing with day-to-day problems.
- Highly organised with the ability to multitask
- Willingness to learn new skills and help train others.

### *Job Requirements*

- 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.

