

JOB DESCRIPTION



Job Title:	Production Manager
Responsible to:	Technical Director
Location:	Scottish Opera Production Studios and other venues as required.

Main purpose of job

To be the Production Manager for new and revival main scale productions, small scale touring productions; special projects and video recording for internet streaming, managing the design process, health and safety, manufacture and technical touring requirements for these projects as assigned. This will include liaison with creative teams to ensure designs can be delivered within budget and timescales to meet touring requirements; coordinating manufacture of designs by Scottish Opera's workshops and external suppliers, and recruiting and managing technical staff required for projects.

For main scale activity: when not the primary Production Manager, provide support to Scottish Opera's primary Production Manager, (normally the Technical Director), and freelance Production Managers where applicable, by assisting in the coordination of activity between the various production departments to ensure projects deliver work within budget, timescale and operational restrictions, to the highest standard possible.

To contribute to the general management of the Technical department and the Production Studios facilities.

Key areas of responsibility (when primary Production Manager)

- Liaise with creative teams and senior colleagues to establish design and technical requirements
- Engage sympathetically with the creative team and ensure effective communications are maintained
- Coordinate the translation of the designs (from models and plans) into specific information required by workshops, including technical drawings, sketches, and material specifications etc., ensuring due consideration is given to the needs of performance departments and touring requirements
- Complete risk assessments of designs at an early stage to ensure safety during construction, performance, deconstruction and storage
- Liaise with the Workshops Manager, Costume Supervisor, Stage and Lighting supervisors, and others over the method of construction
- Manage the production budget allocated for the project including coordinating estimates for labour, materials and subcontractors required to manufacture the designs

Design Realisation

- Provide initial tour plans and hanging plots as required in conjunction with the Stage and Lighting Supervisors

- Liaise with outside makers to ensure requirements and deadlines are met
- Manage all technical requirements during the rehearsal process to ensure a high standard of presentation and compliance with all health and safety guidance and legislation
- Ensure all technical requirements are fully documented by the completion of the rehearsal process including risk assessments and safe systems of work
- Be present at the first performance in touring venues to ensure effective quality control
- Ensure accurate technical records are created for all new productions once the rehearsal process has been completed.

Production Management Support (when not the primary Production Manager)

- To assist the Technical Director / Production Manager, where appropriate, on various Scottish Opera Projects
- Undertake production related research, recce venues as required and document all relevant information, communicating any potential issues in good time
- Be the lead Production Manager on revival productions as requested by the Technical Director
- Provide advice on staffing requirements and be responsible for the recruitment of staff for technical roles for small scale and special projects
- Control small scale and special project production budgets
- Work within the budget and restrictions which are placed upon a particular project and the department as a whole
- Use a variety of methods to communicate artistic and technical concepts to others in the form of technical drawings, sketches and photographs
- Develop departmental procedures in line with current and anticipated health and safety legislation, including the completion of risk assessments and method statements at various stages of the production process
- Provide health and safety support for education projects and fund raising events as required
- In liaison with Heads of Technical Departments devise staff calls, monitor working hours in respect to budgets, contractual terms and working time regulations
- Operate as a key figure within the production team ensuring accurate circulation of information within the Production department
- Represent the Technical Department at company Health and Safety committee and scheduling meetings ensuring technical requirements are taken into consideration
- Prepare and circulate technical information and schedules for touring venues
- Ensure accurate technical records are maintained for all Scottish Opera productions
- Assist in the day-to-day management of the Production Office
- Purchase equipment and materials as required
- Maintain good communications and working relationships with other departments
- Represent Scottish Opera's best interests with suppliers and contacts, including the negotiation of prices
- Use and drive company vehicles as required such as cars, vans, forklift truck, (given appropriate training if required)

Person specification

The ideal candidate for this role must be able to demonstrate:

A thorough understanding of the theatrical production process

Experience in a range of technical theatre roles

In-depth understanding of theatrical production management or technical management

Good understanding of scenic construction techniques and technical theatre

Good communication skills (verbal, written and graphical)

Knowledge of current H & S legislation in relation to the entertainment industry

IT literacy (Word, Excel, AutoCAD)

Good planning and time management skills

Organised, with an attention to detail

Clean driving licence

General Terms and Conditions

Hours: 39 hours, Monday to Saturday, 9.00 a.m. to 11.00 p.m., with 1 hour unpaid lunch break.

You will be required to work outside of these hours, depending upon operational requirements, including the occasional need for weekend and overnight working. Overtime payments will not be made.

Annual salary: £32,000 - £36,000, depending on experience

Holiday entitlement: 25 days annual leave and 10 days public holidays

Probationary period: 3 months

Pension automatic enrolment is in effect within the Company. You will be automatically enrolled into the Scottish Opera Group Flexi Retirement Plan, administered by Standard Life. Four per cent of your salary will be deducted direct from pay each month, and the Company will contribute eight per cent on your behalf to the Scheme.