



Production Manager Candidate Pack



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Your journey starts here...



English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

**English National
Opera is founded
on the belief
that opera of
the highest
quality should
be accessible
to anyone.**



Production Manager

SUMMARY

The Technical Production teams are responsible for the delivery and maintenance of all English National Opera (ENO) productions, co-productions and hires. The Production Managers are a senior and integral part of this process and take overall lead on delivering individual productions assigned to them. This role reports directly to the Director of Production at English National Opera and is responsible for delivering the planning, safe implementation and staging of ENO productions. Located primarily in London, but with responsibilities for productions in greater Manchester and other locations as agreed

Reports to:

Director of Production

Salary:

£53,000 per annum

Holiday Entitlement

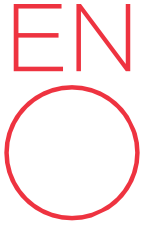
25 days plus public holidays

Location

London Coliseum, some travel to Manchester including overnight stays as agreed

Hours

Your hours of work will be necessary for you to fulfil the responsibilities of your position including evening and weekend work.



Production Manager

Key Accountabilities

The Productions:

- To manage new and revival productions, assigned by the Director of Production, from initial parameters through to staging and finally storing at the ENO stores.
- Work closely with creative teams to realise the artistic ambitions for new productions, whilst monitoring and guiding the design process to achieve the production within the production budget and within the limits of the technical staffing structure.
- Carry out assessments of physical repairs, updates and refurbishments as required for revival productions, managing assigned production budgets and producing production schedules for pre-build's and stage rehearsals.
- Lead the production teams for all productions, in producing and maintaining show bibles, touring information and scenic inventories for overseas shipping.
- Work with partners and co-producers to plan, budget and deliver assigned ENO productions in greater Manchester alongside the ENO opera seasons in London as agreed.
- Working alongside other key stakeholders within the technical production planning process (Production Managers, Producers, Technical HOD's and Show managers) coordinate the planning and implementation of assigned productions, within the season and alongside the other shows running in rep.
- Lead on driving sustainability within the production process, looking to create production elements using the theatre green book guidelines and actively interrogating construction processes and raw material choices with in house and external makers.
- Lead on engaging and monitoring the work of outside contractors on each production, feedback to the Director of Production any problems or delays as soon as possible.
- Take responsibility for engaging contractors and freelancers to deliver the construction of scenic elements, upholding the highest standards of health and safety and scenic construction methods.
- Decide methods of set construction, awarding contracts for construction via a competitive tendering process. Work with contractors to develop and design practical ways of achieving technical and aesthetic demands of scenery, within budget and time restraints
- Alongside department HOD's, produce and update risk assessments, method statements, CPP's and any other specific health and safety documentation.
- Working with the stores and transport department, lead on the planning of logistics and storage for each production, maintaining excellent record keeping
- Ensure that each new production is successfully approved for performance by the relevant local authority.
- Be the principal contact for all matters relating the physical staging of assigned productions, chairing weekly production meetings through rehearsal periods and daily notes sessions during stage rehearsals.



Production Manager

Key Accountabilities

Production department:

- Assist the Director of Production in costing future shows and seasons, including hires and co-productions.
- Alongside the Director of Production, lead in assessing the technical and financial feasibility of potential hires and co-productions, attending where needed, site visits and performances both in the UK and abroad.
- Plan strategically how show storage and revival refurbishments are implemented to reduce costs and the environmental impact of reviving productions.
- Working with the rest of the production team and drawing office, produce seasonal storage and hanging plans, as well as feeding into technical overheads budgets with information on staffing requirements for each show.
- When working with co-producers and contractors, be an excellent ambassador for ENO upholding the highest possible professional standards.
- Be a valuable and integral member of the production team, willing to support other production team members on shows that you are not directly managing and be a resource for other departments within ENO
- Lead in creating and procuring Carnets and other customs documents for international shipping of productions, working with co-producers and hiring opera companies to facilitate shipping from the UK and abroad.
- Take the lead and work with draftspersons and the technical departments to create and manage loading plans for containers.
- Treat people with respect and help to create a positive and supportive working culture.
- Engage in personal development and encourage that of working peers within ENO and the London Coliseum.
- Keep up to date on industry best practices, proactively engaging in new technologies and new methods of work.
- Attend departmental and working group meetings as required.
- Carry out other departmental responsibilities as required.



Production Manager

Key Accountabilities

Finance & Health and Safety:

- Manage all allocated SPC budgets (Sets, Props, Costume), understanding budgetary constraints to maximise resources and minimise expenditure, and informing producers and relevant managers promptly with any budgetary concerns.
- Follow all relevant financial policies and guidelines, include procurement policies, company credit card and expenditure policies for production elements.
- Manage other project budgets as agreed with the Director of Production.
- Under CDM 2015 act as appropriate assigned role (usually but not limited to Principal designer) to deliver the design, planning and construction elements safely, adhering to all relevant legislation and guidance.
- On individual productions lead on the production on CDM related documentation.
- Be the principal contact for assigned production related H&S documentation, collating the relevant information from contractors, departments and freelance staff, ensuring all standards are met and all relevant information is accessible to all staff.
- Uphold the highest standards of health and safety, working with the Head of Technical and Technical HOD's to improve working practices.
- Alongside the production team, interrogate older shows within the ENO rep, to assess whether the methods and control measures need updating as revivals are programmed into seasons.
- To undertake training as required

Production Manager

Person Specification

Required:

- Significant Production Management experience in a theatre, opera or dance company environment
- Demonstrable project management skills including interpersonal skills and accurate financial reporting
- Demonstrable detailed knowledge of scenery construction, materials and finishing methods as well as excellent attention to detail in the planning of prefabricated scenery
- Understanding of the work of theatre production, technical and stage departments, particularly within a busy rep setting
- A strong understanding of the health and safety aspects of scenery construction and stage practices
- Proven people management and budgeting skills
- Excellent IT skills including MS Office, AutoCAD, and any other software pertaining to the role
- Proven experience of managing teams and projects with consistent high production standards
- Consistent performance under pressure and effective troubleshooting and problem-solving ability
- Positive leadership style, leading by example with strong relationship management skills and clear communication
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach
- Self-motivated with good written communication skills

Desirable:

- IOSH – Managing safely or equivalent
- LOLER Management- or equivalent
- COSHH Management- or equivalent
- Manual handling Working at height
- Safe use of access equipment, mobile elevated work platforms (MEWPS)

Production Manager

To Apply

Please send the following to workwithus@eno.org:

- CV
- Covering letter (500 words maximum) detailing your interest and suitability for the role

Please also submit our anonymous [Equality and Diversity Monitoring Form](#).

Application Deadline

Monday 2nd June 2025

1st Interviews

w/c 9th June

2nd Interviews

w/c 16th June



Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety

Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.



English National Opera is a charitable company limited by guarantee incorporated in England and Wales (Company number 00426792). Charity Registered Number 257210



Supported using public funding by
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ENGLAND**