

JOB DESCRIPTION



Job Title:	Executive Producer: Outreach & Education
Responsible to:	Director of Outreach & Education
Responsible for:	Senior Producers x 2 Producer (Scottish Opera Young Company & Social Engagement) Education Administrator
Location:	Scottish Opera Production Studios, Edington Street, Glasgow

Main purpose of job

To support the Director of Outreach & Education in the development and implementation of the education strategy, within the context of the Company's key objectives, by providing effective planning, coordination and administration expertise across the department's wide range of activity, ensuring that each strand of work compliments and integrates with others and with the wider Company requirements.

Responsible for the line management of two Senior Producers, the Education Administrator and the Producer (Scottish Opera Young Company & Social Engagement), and for developing and maintaining the Outreach & Education department's administration and project management procedures.

To collaborate with the Director of Outreach & Education in setting the annual budget for the department's programme of activity.

To lead on all matters pertaining to Health & Safety issues, procedures, and policies as they affect the work of the department.

Key accountabilities

Administration and Office Management

- Develop and maintain the various financial and project management procedures that are required to deliver departmental objectives and ensure that the producers adhere to these processes.
- Oversee the distribution and prioritisation of tasks, objectives and workloads amongst the Producers and Administrator and ensure that staffing levels are adequate to cope with departmental activity during particularly busy periods.
- Develop and maintain the various financial and project management procedures that are required to deliver departmental objectives and ensure that the producers adhere to these processes.
- Create support mechanisms and procedures to enable the administrator to assist Producers to manage their respective projects.

Key accountabilities/continued

Administration and Office Management

- Oversee the prioritisation of tasks, objectives & workloads amongst the Producers and Administrator and ensure that staffing levels are adequate to cope with departmental activity during particularly busy periods
- Be accountable for (in collaboration with the producers) the efficient and timely completion of contractual and planning requirements; to include project budgets, contracts, right-to-work checks, payment of fees etc.
- Facilitate and enable these post-holders to deliver departmental objectives. Ensuring even distribution of workload and priorities and running fortnightly departmental update meetings.
- Organise regular line management meetings with Senior Producers.
- Represent the Outreach & Education department at Company scheduling meetings; ensuring the effective integration of education work with other departments, e.g. Planning, Music, and advising and communicating scheduling information to the education team.
- Set and facilitate regular department meetings and general communications, encouraging regular input and involvement with and from other departments where necessary.
- Provide PA services to the Director of Outreach & Education on an adhoc basis when necessary.

Project Support

- Meet weekly with the Director of O&E to review ongoing activity, agree actions for short and medium-term work and to discuss long-term planning including international work.
- Co-ordinate specialist administrative tasks such as visa applications, travel arrangements and carnet documentation preparation, and delegate to the producers as appropriate.
- Initiate evaluation procedures for all projects and collate the resulting reports and statistical analysis into the Annexe B forms and/or other reporting formats as required by the Scottish Government and other stakeholders.
- Assume overall responsibility for finalising contractual arrangements drawn from the producers' preparatory drafts
- To deputise for the Director of Outreach & Education at meetings when required.
- Take the lead on UK tour planning.

Budget and Financial Responsibility

- Oversee with the Director of Outreach & Education the setting and management of departmental budgets.
- Be responsible for the effective collation, management, control and reporting of departmental budgets.
- Monitor financial processes including purchase order and invoices and the payment of fees to all freelance artists & other employees.

Health and Safety

- Attend monthly Health & Safety Action Group meetings.
- Ensure Education staff are aware of relevant health and safety policies and procedures as required; that regular reviews of staff training in these areas are undertaken and recommendations (as necessary) are forwarded to HR department for actioning.
- Collate (in consultation with the relevant producers) relevant information to enable the production of Risk Assessments required for each project.

Person Specification

Knowledge, Skills & Experience

- Minimum of 5 years' experience of project or administration management is essential
- Minimum 3 years' experience of team leading/management
- Minimum of 3 years' evidence of setting and monitoring budgets
- Proven evidence of effective administration systems and procedure development
- Excellent analytical and report-writing skills
- Proven effective communication and interpersonal skills
- Experience of setting and monitoring complicated schedules, and working to tight deadlines
- Must be thorough, accurate and work to a high level of detail.

Personal Attributes

- Experienced and proficient user of Microsoft Office, including Word and Excel
- Energetic and resilient
- Well-developed multi-tasking skills are essential
- A flexible attitude is essential to manage ever-changing priorities
- An ability to work under pressure and to strict deadlines is essential
- An empathy for the art form is desirable

General Terms and Conditions

Hours:	Standard hours are 9.30 a.m. to 5.30 p.m. Monday to Friday, with a 1 hour unpaid lunch break. Working outwith these hours is required on a regular basis.
Annual salary:	Grade 1: £28,357 - £34,800, depending upon experience
Holiday entitlement:	25 days annual leave, with 10 days Public Holidays
Probationary period:	3 months
Pension:	Pension automatic enrolment is in effect within the Company, you will be automatically enrolled into the Scottish Opera Group Flexi Retirement Plan. Four per cent of your salary will be deducted as pension contributions and the Company will contribute eight per cent on your behalf to the Scheme.