



JOB DESCRIPTION

Job Title:	Technical Hire Coordinator
Responsible to	Technical Director
Location:	Scottish Opera Production Studios, Edington Street

Main purpose of job

To provide proactive and professional administrative support to the Technical Administrator, Technical Director, and Technical Heads of Departments within the technical department by coordinating and managing co-productions and production hires. Coordinating, scheduling and maintaining a variety of information required by and used within the technical department and shared throughout the Company.

To be the principal point of contact for technical department co-productions and hires and to coordinate information and data as required for departmental and Company activities.

To respond to clients / potential clients' enquiries and coordinate information across departments in order to answer enquiries about hires of specific productions. This includes availability, archive recordings, technical specifications of scenery, costumes, props and production documentation.

Key accountabilities

Organise and coordinate the flow of technical co-production and hires information and documentation within and out with the department.

Co-ordinate the preparation, authorisation and distribution of contract paperwork, instructing finance department on contract details and invoicing requirements and, where necessary, provide effective liaison with co-producers and other Scottish Opera departments.

Organise hire agreement contracts and subsequent shipping requirements for productions being shipped world-wide to other opera companies. Coordinate archiving of technical information for new productions for future hires.

Organise all transport logistics such as shipping arrangements and customs paperwork requirements for delivery and collection of productions to co-producers and rental clients.

Utilise Microsoft Office functionality to coordinate information for departmental and where appropriate company-wide diaries and make best use of shared data and information within the department. To be literate and able to interpret, manipulate and use data and management information, creating reports and documents to a professional standard.

To be the principal point of contact for co-productions and hires and co-ordinate and administer the technical processes involved for all hires and co-productions.

Monitor production hire emails and provide all requested data such as archive footage and links to information.

Maintain accurate hire and co-production trackers and databases.

Work closely with the planning department to co-ordinate dates of hire and monitor any possible schedule clashes.

Keep production hire information up to date on the Company website.

Co-ordinate the collation of technical information for current and future production hires.

Coordinate archiving of technical information for new productions and manage the content of the digital production archive on company servers.

To support the Technical Administrator when required.

Person Specification

The post holder will be expected to have the following essential skills:

- At least 2 years' experience in a general administration role
- Be computer literate to at least intermediate standard in the use of Microsoft Office, including Outlook, Word and Excel
- Have experience in preparing reports and spreadsheets, with the ability to analyse and interpret data
- Excellent interpersonal, oral and written communication skills are required
- A positive, proactive and flexible approach is necessary
- Anticipate, understand and respond to the needs of managers within the department as well as changing circumstances within a fast paced environment
- Possess excellent time management skills; display attention to detail, whilst assessing the urgency of requirements
- Demonstrate the ability to plan, organise and prioritise your workload, whilst remaining calm under pressure
- Experience of working in a stage management support role would be advantageous

General Terms and Conditions

This post is for a part time fixed term period of 6 months

Hours: 21 hours per week, to be worked over three week days from 9.30 a.m. to 5.30 p.m. with 1 hour unpaid for lunch.

Probationary period: 3 month's

Holiday entitlement: 25 days annual leave pro-rata

Annual salary: Admin Grade 3 £19,333 - £23,199 (pro rata) depending on experience

Pension: Enrolment in the qualifying workplace pension scheme (QWPS), within three months of commencement. You will contribute 4% of your salary the company contributes 8%. You are not obliged to join the Pension Scheme, but can choose to opt-out if you wish.