

JOB DESCRIPTION



Job Title:	Senior Producer
Responsible to	Executive Producer
Location:	Edington Street, Glasgow
Main purpose of job: To assist the Director of Outreach & Education, within the scope of the strategy, (which has a national and international context), to manage projects from conception to final evaluation. Develop and nurture relationships with local authorities, external parties and other arts and social organisations, in order to build partnerships that will assist in the delivery of the aims and objectives of the outreach and education strategy.	
Key accountabilities: Responsible for the effective project management of a range of the department's core and non-core activities, from implementation to evaluation. Identify suitable artists and animateurs to deliver the range of programmes and submit your recommendations to the Director of Outreach & Education for approval. Work closely with members of the Marketing department on the management and scheduling of projects. Contribute information for press and marketing campaigns and collaborate with the Marketing & Communications team, taking a pro-active role in any IT/Website developments that are planned by the Director of Marketing & Communications in respect of the Education department. Research, Planning and Administration Keep up-to-date with relevant Scottish Government and Local Authority developments and initiatives pertaining to the delivery of the arts in Scotland. Research and identify new approaches, creative initiatives and teaching methodologies that raise the profile and develop the perception of opera not only within the arts and education sectors but also with the wider public across Scotland.	
Represent the Director of Outreach & Education as appropriate on behalf of Scottish	

Opera at various national and international networks, events and conferences.

Prepare and collate budgetary information in support of funding applications made by members of the Fundraising and Sponsorship department for education projects, both core and those requiring additional funding.

Prepare all contract information relating to project descriptions, fees and working conditions, providing these for the Education Manager to action.

Produce reports and statistics for use by the Scottish Government, Local Authorities, Fundraising & Sponsorship and the Marketing & Communications departments.

Relationship building and communications

In conjunction with the Director of Outreach & Education, develop a strategic approach towards building new relationships with external organisations including Local Authorities, arts companies and voluntary organisations.

Responsible for effective planning and communication between all relevant internal Scottish Opera colleagues in the Orchestra, Planning, Marketing & Communications, Music & Fundraising & Sponsorship departments in respect of the project you manage.

All other reasonable duties as requested/required.

Person specification

Qualifications, Knowledge & Experience

ESSENTIAL

- A minimum of two years experience in project management
- Professional (degree standard minimum) qualification
- Experience of setting project budgets & monitoring
- Excellent organisational skills
- Proven communication skills
- Strong inter-personal skills
- A positive, proactive and flexible approach
- A commitment to continuing professional development
- Ability and willingness to work as a member of a team
- Must be able to work in an environment where systems are changing and evolving
- Must be prepared to travel out with Glasgow
- Working knowledge of Microsoft Office especially MS Word, Excel and Outlook.

DESIRABLE

- A belief in the power of arts education to enhance quality of life, training and work for all Scots, regardless of age, ability, background or geographical location
- Degree in an Arts or Humanities subject
- Ability to read music
- Clean driving licence

General Terms & Conditions:

Hours: Standard Hours are 35 hours per week, 9.00 to 17.00 Monday to Friday with a 1 hour unpaid lunch break.

Working outwith these hours will be required on a regular basis

Holidays: 25 days per annum, plus 10 public holidays

Probationary period: 3 months

Annual salary: £28,782

Pension: The company makes an 8% contribution into the company's group personal pension plan on condition that the employee makes a minimum contribution of 4%.