

JOB DESCRIPTION



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

Main purpose of job

To Production Manage both new and revival main scale opera productions, operas in concert; production hires and special projects; managing the design process, health and safety, manufacture and technical touring requirements for these productions as required.

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; recruiting and managing technical staff required for projects.

When not the primary Production Manager for the above activities, provide support to freelance Production Managers, where applicable, by assisting in the coordination between the various production departments to ensure projects are delivered within budget, timescale, and operational resources, to the highest standard possible.

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

Production Manager's Key Areas of Responsibility:

- Liaise with the Head of Production, creative teams, and senior management colleagues to establish the design and technical requirements for each project.
- Engage sympathetically with the creative team and ensure effective communications are maintained throughout the design realisation process.
- Coordinate the translation of the designs (from models and plans) into specific information required by the Scottish Opera's workshops and external suppliers, including technical drawings, sketches, and material specifications, ensuring due consideration is given to the needs of the technical touring requirements of each department.
- Risk assess the designs at an early stage in the design process to ensure CDM compliance during the manufacture, rehearsal and touring phases of the project.
- Liaise with the Workshops Manager, Costume, Props, Stage and Lighting Supervisors, to decide on the appropriate methods of construction for the realisation of the designs.

- Manage the production budget allocated for the project including coordinating estimates for labour, materials and subcontractors required to manufacture the designs.
- Promote sustainability throughout the Production process including the review of materials and processes in the creation, running and disposal of productions
- To provide accurate, timeous and detailed budget reports to the Head of Production and Finance Director
- Liaise with external makers and suppliers to ensure requirements and deadlines are met.
- Prepare initial tour plans and hanging plots in conjunction with the Stage and Lighting Supervisors for the production.
- In conjunction with the Heads of Wardrobe, Electrics, Stage and Stage Management, prepare and keep up-to-date technical staff schedules for Scottish Opera and Touring venue technical staff ensuring compliance with contractual terms and working time regulations.
- Prepare transport touring schedule for external transport contractor.
- Manage all technical requirements during the rehearsal process to ensure a high standard of presentation and compliance with health and safety guidance and legislation. Review risk assessments and safe systems of work prepared by Stage Management and others during the rehearsal process.
- Organise and Chair regular production meetings prior to and during the rehearsal process.
- Attend and oversee the get-in, fit-up, stage and technical rehearsal sessions including the opening night, in the first venue of the tour (normally the Theatre Royal, Glasgow).
- Ensure all technical requirements are fully documented including risk assessments and safe systems of work. Circulate technical information to touring venues on completion of the rehearsal process.
- Attend and oversee the fit-up and first performance in each touring venue 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 Head of Production / guest Production Manager, where appropriate, on various Scottish Opera Projects.
- Assist the Workshop Manager in the project management of commercial scenic and props construction contracts.
- Undertake production related research, recce venues as required and document all relevant information, communicating any potential issues in good time.
- Provide advice on technical staff requirements for projects and assist in the recruitment of technical staff for small scale touring and special projects.
- Work within the budget and resource restrictions which are placed upon a particular project and the department.
- Develop departmental procedures in line with current and anticipated health and safety legislation.
- Provide support for education projects and fund-raising events as required.
- Represent the Technical Department at project, and scheduling meetings to ensure technical requirements are taken into consideration and key information is appropriately and timeously cascaded.
- 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 and Technical department.
- Contribute to Scottish Opera's Sustainability policies and initiatives including working towards Theatre Green Book standards on productions.
- Purchase equipment and materials for projects as required.
- Represent Scottish Opera's best interests with suppliers and contacts, including the negotiation of prices.
- Maintain good communications and working relationships with other departments within the company.
- Use and drive company vehicles as required such as cars, vans, forklift truck, (appropriate training will be given if required).

Person specification

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

- A thorough understanding of the theatrical production process ideally including opera staging
- A minimum of 5 years' experience in a senior theatrical production management role with opera experience
- Good understanding of scenic, costume and prop construction techniques and technical theatre requirements for large-scale productions.
- Good communication skills (oral, written and graphical).
- Knowledge of current Health and Safety legislation in relation to the entertainment industry, preferably IOSH certified.
- IT literacy (MS Office, AutoCAD, Asset Management software)
- Good planning and time management skills.
- Organised, with an attention to detail.
- Clean driving licence.

General Terms and Conditions

Hours: 39 hours, Monday to Friday, 9.00.00 a.m. to 11.00 p.m., with a 1-hour unpaid lunch break and / or dinner break

You will be required to work outside of these hours, depending upon operational requirements, including the occasional need for weekend working. Overtime payments will not be made, but appropriate lieu time will be given.

Annual salary: £50,000 per annum.

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.