

## **JOB DESCRIPTION**

### **PERSON SPECIFICATION**

Job Title: Head of Production

Department: Technical

Reporting to: CEO

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#### **Position Summary**

The Head of Production will be responsible for overseeing the technical delivery of all home productions, touring shows, events and the Learning and Engagement projects, ensuring they are presented to the highest standards and complying to the latest Health and Safety requirements. In addition, they are responsible for leading and managing the technical department, ensuring that the technical strategy is aligned with the overall strategy and vision of Buxton Opera House.

Key working relationships:

CEO/Artistic Director, Head of Operations (Deputy CEO), Deputy Technical Managers, Technical team, Head of Finance, Head of Producing and Programming, Head of Creative Learning and Engagement, Head of Development, Trustees, external stakeholders, contractors, creatives, designers and visiting companies.

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## **JOB DESCRIPTION**

### **KEY ROLE RESPONSIBILITIES**

#### ***Technical delivery***

- Ensure technical and production aspects of all programmed and produced work, participation programmes and commercial events are staffed and resourced to the highest possible standards, on time and in budget.
- Responsible for ensuring appropriate systems are in place for smooth running of all backstage operations (including get-ins, get-outs, building and striking sets, rigging and lighting operations, sound, AV equipment, staging and flying pieces) in all performance spaces or elsewhere as required.
- In collaboration with the Artistic Director and producers, finalise design and production deadlines and manage schedules to ensure programmes of work are achieved with maximum efficiency.
- Oversee the Buxton Cinema operation as well as the use of the Pavilion Arts Centre as a multi-arts theatre and events space.

- Responsible for the effective delegation to the Stage Director, Deputy Technical Managers and Production assistant, liaising with Visiting managers on all technical aspects of productions and show advances as appropriate.
- Responsible for the effective delegation to the Stage Director, Deputy Technical Managers ensuring the safe running of the stage during get-ins and get-outs and performances.

### ***Health and Safety***

- Responsible for the overall technical health and safety of Buxton Opera House and Pavilion Arts Centre, with appropriate risk assessments in place and compliance with all health and safety legislation requirements and checks.
- Delegate to Stage Director, Deputy Technical Managers and Senior Technicians the Support of Visiting companies when on site, making sure they are inducted into the building, are aware of all relevant hazards and have been informed of the Theatre's Health and Safety policies and procedures.
- Oversee and create systems to Ensure Visiting companies and their staff/artists understand the in-house systems and procedures and ensure they provide suitable and appropriate risk assessments and that hazards identified in those assessments are communicated to all relevant BOH and external staff/visitors.
- Ensure that all contractors working on-site in their areas of responsibility have (via completion of a Contractor Health and Safety form) received a Health and Safety induction and that, where appropriate and sufficient risk assessments and/or method statements have been provided and are on filing systems, such as Blue Lemon
- Working with Head of Operations and external Health and Safety provider RB Solutions, plus High Peak Borough Council and external contractors including Norse to oversee the management Health and Safety within all production activities, making sure appropriate risk assessments and safe systems of work are observed and updated and that permits to work are completed and provided where required.
- In co-ordination with the Head of Operations and Maintenance Manager, oversee planned and reactive maintenance, periodic inspection and testing of all stage and technical equipment, ensuring statutory record keeping and compliance for maintenance works including noise, legionella, asbestos, emergency lighting and electrical systems.
- To action all recommendations as required by six monthly and annual Health and Safety inspections to ensure the organisation is compliant.
- Ensure the theatre's technical equipment, resources and facilities are properly managed and maintained and oversee the annual maintenance programme.
- Working closely with Head of Operations, and maintenance manager to contribute to the Theatre's Fire Risk Assessments and evacuation procedures, ensuring that all firefighting and fire safety equipment is maintained and tested at appropriate intervals and that sufficient members of the technical team are competent to use firefighting equipment and to ensure all staff regularly attend and practice fire evacuation drills and compliance to Martyn's Law
- To respond to emergency call-outs as required

### ***Financial and Strategic Responsibility***

- To play a key role in the development of the capital project strategy, and in conjunction with the CEO, representing technical and production issues as part of the consultative teams.
- To lead on environmental strategies which also contribute to Arts Council England National Portfolio status requirements.
- In conjunction with Head of Producing and Programming, oversee all production budgets for produced work and take line management responsibility for freelance Production Managers.
- Set and manage departmental budgets, identifying suitable recharges and cost/energy savings and advising on capital expenditure as required.
- To prepare financial information for all events, including projections, and sensitivities for all risk programming and to operate within agreed budgets, targets, and decision making as set by the CEO.
- Delegate to Stage Director/ Deputy Technical Managers the schedule of work rota, ensuring they adhere to efficient use of annualised hours contracts, casuals and freelance technicians, keeping an overview of hours and ensuring costs remain within budget.
- Ensure effective financial management and that systems are in place in line with all company policies to authorise and coordinate financial Contrasts and re-charges.
- To authorise and co-ordinate financial contrasts and re-charges to visiting and hiring companies and artists.

### ***Leadership and Management***

- In collaboration with the Senior Management Team play a key role in the leadership of the theatre, upholding BOH values and delivering excellence. Provide inspirational and effective leadership for the technical and production department.
- Manage the Technical Department, including line management of the Stage Director, Deputy Technical managers, Senior technicians, casual (zero hour) staff (including stage door staff), leading on recruitment, appraisals and training.
- Lead department team meetings and mentor staff as appropriate to ensure continuous skills development.
- Ensure Buxton Opera House is represented at all production meetings for productions/co-productions and collaborate with partners to ensure the smooth running and resourcing of them.

### ***General***

- Contribute to planning and governance cycles through the High Peak Theatre Trust Board and sub-meetings as required.
- Be a key member of the SMT plus play an active part in management and departmental meetings.
- Assist the CEO in supporting the organisation with its vision, planning and strategies.
- Uphold the principles of, and adhere to, company policy and procedures relating to General Data Protection Regulations and to ensure that all data is dealt with in accordance with current legislation.

- Take reasonable care of your own Health and Safety and that of others who may be affected by your actions.
- Comply with and uphold the principles of relevant legislation and company policies and procedures.
- Be an ambassador and advocate for Buxton Opera House in order to attain high quality productions and programming in line with increasing the national profiles of the work and ambitions of HPTT.
- Undertake any additional tasks as may reasonably be required from time-to-time.

The postholder will be required to work across Buxton Opera House It is a requirement that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. The Head of Technical will be required to work and allocate hours to weekends and evenings. Please note the job description for this position may be reviewed and amended to incorporate future business needs.

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## **PERSON SPECIFICATION**

**Essential: the successful candidate will meet the majority of these requirements.**

### ***Experience***

- Experience in developing and delivering production and technical strategies in an arts organisation.
- Significant experience working technical theatre, preferably within a producing theatre environment.
- High level experience of leading and managing teams.

### ***Skills and Knowledge***

- Proven ability to solve complex problems.
- Exceptional talent for managing multiple projects concurrently.
- Exceptional people management and team leadership skills.
- Proven expertise in budgeting and financial control.
- Working knowledge of Health & Safety legislation.
- Excellent computer literacy (including Microsoft Office)
- Exceptional written and verbal communication skills.
- Ability to plan in the short, medium and long term concurrently.
- Ability to work under pressure.
- Highly developed administrative skills

### ***Education, Training and Qualifications***

- Educated to A level standard, or equivalent.

### ***Personal Attributes***

- A passion and commitment for artistic excellence
- A leader who is able to think strategically and contribute across the organisation, and to inspire team members.
- A strong team player and communicator, who will work in partnership with other senior management to achieve joint objectives.

- Ability to manage multiple stakeholder relationships.
- Be able to communicate and deliver attention to detail.
- Be committed to achieving high standards with the resources available.
- Commitment to equality of opportunity and staff development.
- Flexible approach to working, including the ability to work unsocial hours.
- A person who thrives under pressure and enjoys delivering against deadlines.

**Desirable: the successful candidate should meet some of these requirements.**

***Experience***

- Project management experience
- Experience of capital asset management

***Skills and Knowledge***

- Up to date knowledge and interest in the theatre industry.