



BUXTON
**Opera
House**

HEAD OF PRODUCTION

Recruitment Pack





Welcome from the CEO

Thank you for your interest in joining Buxton Opera House.

Nestled in the stunning spa town of Buxton, between the cultural hubs of Manchester and Sheffield and the breathtaking landscapes of the Peak District, Buxton Opera House is an award-winning charity where creativity and community thrive.

We're proud custodians of two historic venues: the iconic Buxton Opera House, a Frank Matcham masterpiece built in 1903, and the Pavilion Arts Centre, a versatile performance space that's been home to live theatre and film since 1889. Together, these beloved venues form the beating heart of Buxton's vibrant arts scene.

As a charity and an Arts Council England National Portfolio Organisation, we're driven by creativity. More than a place for exceptional entertainment, we're a hub of artistic energy, where talent is nurtured, ideas flourish, and everyone is invited to be part of something meaningful and lasting. This spirit is reflected in everything we do, from our diverse programming to the inspiring work of Buxton Opera House Creates, our community engagement programme for all ages.

Buxton Opera House is also a fantastic place to work. We offer a flexible, supportive environment where experience, skills, and qualifications are all valued. We're committed to building a diverse and inclusive workforce. In 2024, we were honoured to receive the UK Theatre Workforce Award for our dedication to professional development and supporting the future of the industry. We're incredibly proud of this recognition and remain committed to ensuring every member of our team, staff and freelancers alike, can thrive in a happy, healthy workplace.

We hope you'll consider becoming part of our story.

Warm regards,
Paul Kerryson



About us

Creativity Lives Here

Proudly operated by High Peak Theatre Trust, Buxton Opera House is an award-winning arts charity. More than our magnificent heritage buildings, we are the vibrant cultural heartbeat in the High Peak.

At Buxton Opera House, we stand for **entertainment, community and heritage.**

Presenting over 450 shows annually, and as home to the Buxton International Festival and the International Gilbert and Sullivan Festival, we bring world-class live entertainment to our communities. We produce and co-produce original work, from bold new writing to beloved classics, staged in Buxton and beyond. But we're more than what happens on stage. We're a creative hub for artists, educators, volunteers and makers. Through our Buxton Opera House Creates programme, we spark creativity and support lifelong learning, helping people of all ages discover new skills, passions and confidence.

We run eight separate community groups for young people throughout the year, spanning musical theatre and drama, technical theatre training, dance opportunities and a work experience programme. We also host a regular reading group for adults, a singing club for people affected by cancer, a successful volunteer programme and a summer outdoor festival for all ages. We offer schools' tours and in-school support through professional training and workshops.

Each year local residents have the opportunity to perform in our annual community production, a large-scale spring musical supported by a professional director, orchestra and technical team. We are committed to the highest artistic standards and to connecting our communities through creativity, providing opportunities for everyone to express and build on individual talents.

We believe in making space for everyone: To create, to learn, to connect, and to grow.

You can find out more about who we are on our [website](#), discover more about our [community work](#) and read the latest [news](#) from Buxton Opera House.





BUXTON
**Opera
House**



Our strategy

Buxton Opera House is entering an exciting new chapter. Achieving National Portfolio Organisation (NPO) status in 2023 marked a significant milestone, recognising our potential to play a broader role in the creative life of Buxton, the High Peak and beyond.

As we deliver a refreshed business plan, we've rebranded, reimagining how we present ourselves to the world. Our live programme will continue to evolve across both venues, maintaining world class standards and retaining audience appeal whilst establishing ourselves as a trusted producing partner in the industry. At the same time, our community engagement will grow through Buxton Opera House Creates, expanding opportunities and deepening our local impact.

Our Vision

Buxton Opera House is the engine of a bold and flourishing artistic community. A place where talent is ignited and where internationally renowned theatre experiences create opportunities for all.

Our Mission

To lead a thriving, artistic community that builds inspiring opportunities with and for our audiences, creating nationally renowned theatre experiences that impact locally and beyond the 'Theatre in the Hills'.

Our Values

We stand for **Entertainment, Community** and **Heritage**.



A circular photograph of a man with long hair and glasses, wearing a black jacket and headphones, operating a control console in a theatre. The background shows a dimly lit stage with warm lighting.

The role

Head of Production

Department: Technical

Reporting to: Chief Executive Officer

Role Summary:

This is an exciting opportunity to lead and shape the technical function at Buxton Opera House, ensuring it delivers against our ambitious vision and strategic goals.

Working closely with the CEO and a range of internal and external stakeholders, you will lead a skilled technical team, ensuring the department operates efficiently, maintains the highest presentation standards, and meets all current Health and Safety requirements.

As Head of Production, you will oversee the technical delivery of all home-produced work, touring shows, events, and Learning and Engagement projects, ensuring every aspect is delivered to the highest possible standard. You will also set the direction for the technical department, ensuring its strategy is fully aligned with the wider organisational vision.

You will play a key role in the development of capital projects, contributing technical and production expertise to wider organisational planning. Alongside this, you will take ownership of departmental and production budgets, supporting the successful delivery of a diverse and ambitious programme.

We are looking for an experienced technical theatre professional, ideally from a producing theatre environment, with a strong track record in leading teams and delivering technical and production strategies within an arts organisation.



Role description



Key Responsibilities

Technical Delivery

- Ensure all technical and production elements across programmed work, productions, participation activity, and commercial events are delivered to the highest standards, on time and within budget
- Implement and oversee effective backstage systems, including get-ins/outs, set build/strike, rigging, lighting, sound, AV, staging, and flying across all spaces
- Work with the producers to plan and manage production schedules, ensuring efficient delivery of the programme
- Oversee the operation of the Pavilion Arts Centre as a multi-arts venue
- Lead on show advances and liaise with visiting companies, delegating effectively to Technical Managers and the Production Administrator
- Ensure safe and efficient stage operations during get-ins, get-outs, and performances

Health & Safety

- Lead all technical Health and Safety compliance across Buxton Opera House and Pavilion Arts Centre, ensuring robust risk assessments, safe systems of work, and full adherence to legislation
- Ensure visiting companies and contractors are properly inducted, understand all venue procedures, and provide appropriate risk assessments and method statements, with hazards clearly communicated
- Establish and maintain effective systems for managing Health and Safety documentation and compliance (e.g. contractor forms and Blue Lemon records)
- Work closely with the Head of Operations, RB Solutions, High Peak Borough Council, and contractors to oversee safe delivery of all production activities, including permits to work
- In co-ordination with Head of Operations and Maintenance Manager, oversee planned and reactive maintenance, inspections, and statutory compliance for all technical equipment and systems, ensuring accurate record keeping
- Action and monitor all recommendations arising from internal and external Health and Safety inspections
- Ensure all technical equipment, facilities, and resources are properly maintained through an effective annual maintenance programme
- Contribute to fire safety management, including risk assessments, evacuation procedures, equipment maintenance, staff training, and compliance with Martyn's Law
- Respond to emergency call-outs as required





BUXTON
**Opera
House**

Role description



Key Responsibilities

Financial and Strategic Responsibility

- Play a key role in shaping capital projects, representing technical and production needs alongside the CEO
- Lead on environmental and sustainability initiatives, supporting Arts Council England National Portfolio requirements
- Oversee all production budgets in collaboration with the Head of Producing and Artistic Programming and line manage freelance Production Managers
- Set and manage departmental budgets, identifying efficiencies, recharges, and advising on capital investment
- Prepare financial forecasts, event budgets, and risk analysis, ensuring delivery within agreed targets
- Oversee staff rota planning with Technical Managers, ensuring efficient use of contracted, casual, and freelance resource within budget
- Maintain effective financial systems, including authorising and coordinating contras and recharges for visiting companies

Leadership and Management

- Provide strong leadership as part of the Senior Management Team, championing BOH values and delivering excellence
- Lead and manage the technical department, including recruitment, appraisals, training, and development of all staff
- Facilitate team meetings and support continuous professional development
- Represent BOH at production meetings, collaborating with partners to ensure high-quality delivery

General

- Contribute to organisational planning, governance, and board processes
- Support the CEO in delivering the organisation's vision and strategic objectives
- Ensure compliance with GDPR, company policies, and all relevant legislation
- Act as an ambassador for Buxton Opera House, enhancing its profile and reputation
- Undertake additional duties as required



Person specification



Essential:

Experience

- Proven experience developing and delivering technical and production strategies within an arts organisation
- Substantial experience in technical theatre, ideally within a producing theatre environment
- Demonstrable experience leading and managing high-performing teams

Skills and Knowledge

- Strong problem-solving skills, with the ability to navigate complex challenges
- Excellent project management, with the ability to manage multiple priorities simultaneously
- Effective leadership and people management skills
- Strong financial management, including budgeting and cost control
- Sound working knowledge of Health & Safety legislation
- Highly proficient in Microsoft Office and general IT systems
- Excellent written and verbal communication skills
- Ability to plan strategically across short, medium, and long-term priorities
- Resilient and able to work effectively under pressure
- Highly organised, with strong administrative capability and attention to detail

Education, Training and Qualifications

- Educated to A Level standard (or equivalent experience)

Personal Attributes

- A strong commitment to artistic excellence
- Strategic thinker with the ability to contribute at a senior organisational level and inspire others
- Collaborative and approachable, with the ability to build effective relationships across teams and stakeholders
- Confident managing a range of internal and external stakeholders
- Detail-oriented, with a focus on delivering high-quality outcomes
- Resourceful and committed to achieving high standards within available resources
- Committed to equality of opportunity and the development of others
- Flexible and responsive, with the ability to work unsocial hours as required
- Thrives in a fast-paced environment and is motivated by delivering to deadlines



Person specification

Desirable:

Experience

- Project management experience
- Experience of capital asset management

Skills and Knowledge

- Up to date knowledge and interest in the theatre industry

Role specification

The postholder will work across the organisation, including at Buxton Opera House, the Pavilion Arts Centre, the Trust's offices at No. 5 The Square, and off site venues. All staff are expected to work flexibly in line with their role and the charity's objectives. The Head of Production postholder will be required to work evenings and weekends for the proper performance of their duties. This job description may be updated to reflect future business needs.

| | |
|-------------------------|--|
| Contract | Full time, permanent (40 hrs per week) |
| Salary | Circa £46,000 per annum |
| Probation period | 6 months |
| Pension | Auto enrolment |
| Holidays | 25 days plus 8 days bank holiday per annum |





Benefits of working with us

At Buxton Opera House, we value our team and offer a range of benefits to support your wellbeing, development, and enjoyment of working in a vibrant cultural environment:

- **Complimentary and discounted tickets** to theatre and live events
- **Staff discounts** at our bars and merchandise counters
- **Generous annual leave** starting at 25 days from your first day of employment
- **Flexible working arrangements** including, where appropriate to the role, opportunities for adaptable hours where possible
- **Ongoing training and development**, from a comprehensive induction to role-specific learning, courses, and skills-building opportunities. We also support personal growth through conferences, external training, and team-building activities
- **Staff social events** throughout the year
- **A chance to make a difference** and be part of a legacy where history, community, and creativity take centre stage





How to apply

We'd love to hear from you! **To apply, please send your CV, along with a covering letter detailing:**

- Why you're interested in this role
- The key skills and experience you would bring to the position

Email your application to recruitment@boh.org.uk.

Deadline for Applications: Monday 6 July, 5pm

If you would like to find out more about the role before applying, please contact Barry Hope, Head of Production, on bhope@boh.org.uk for an informal conversation.

We warmly welcome applications from people of all backgrounds and lived experiences. You may not meet every criterion listed, and that's okay. If you have some relevant experience and a motivation to learn and grow, we encourage you to apply.

Thank you for your interest. We look forward to receiving your application!