

opera  
north

Head of Production



# Opera North's purpose is to create extraordinary experiences every day, using music and opera to entertain, engage, challenge and inspire.

## Our people

Working at Opera North you will be part of a company and group of people committed to fulfilling this purpose. Whatever role you take we will provide you with an induction plan that introduces you to your job and the team you'll be working in, as well as giving you the opportunity to meet colleagues across the company. Our success in delivering against our purpose will be built on the commitment, skills, diversity and well-being of the people who work at Opera North, and we will invest in training to develop our people both professionally and personally, because we believe this strengthens not only our company, but also the wider creative sector.



**Our communities and audiences are part of us and we are part of them.**



# Our award-winning work tours to theatre stages and concert halls throughout the North and beyond.



## Who we are

Based in Leeds, rooted in the North of England and international in outlook, our award-winning work tours to theatre stages and concert halls throughout the North and beyond, including to London and major international festivals. Alongside touring opera, in Leeds we curate an eclectic artistic programme of gigs, concerts, spoken word and film in the Howard Assembly Room. We aim to make work that is bold, innovative and ambitious, always looking for new ways to share and create with audiences.

## Music for everyone

Opera North believes opera and music is for everyone, and champions diversity in artists, repertoire and audiences. Through our Learning & Engagement team, the Company connects with communities and inspires each generation, aiming to enhance the health and well being of people in the cities, towns and villages where we work through arts participation and performance.

## Howard Opera Centre and the HAR

In 2021 we moved into the Howard Opera Centre. It is a world class rehearsal facility for our orchestra, chorus and all the artists we work with, sharing the same building as our new education studio where everyone is welcome to learn about and make music. We have also created a modern flexible working environment for our staff and given our venue, the Howard Assembly Room, a new lease of life with a dedicated entrance and public spaces, together with restaurant and bar in the heart of Leeds.

## Leeds as a capital of culture

Leeds is the only city in England outside of London to have a resident full time opera company, ballet and repertoire theatre as part of a diverse, collaborative and thriving cultural scene. That rich offer has been complemented by a growing tech sector. Surrounded by the stunning Yorkshire countryside including the Dales, Moors and North Sea coastline, Leeds is a fantastic place to live and work.

## Purpose of the role

To lead the Production teams to deliver Sets & Props and related designs that meet the artistic vision of Opera North's productions as well as maintaining Opera North's production archive, stores, and equipment. This role ensures artistic goals are achieved while managing budgets, schedules, and teams, maintaining the highest quality and professional standards.

## Reports to

Deputy General Director (DGD)

## Direct Reports

Production Manager, Production Office Assistant, Production Office Coordinator and Props Supervisor and Maker

## Key accountabilities

### Production planning and realisation

- The Head of Production will be responsible, in consultation with the DGD, for the realisation and running of the Production departments for the Company's productions in all venues and any oversees venues as required, within budget, time and technical parameters.
- Assess requirements of a production and advise on feasibility, facilities, work sequences and budgets.
- Consider and evaluate the sustainability of all production designs and practices and work with other Technical departments to create a sustainable future.
- Discuss, report and communicate progress with the creative teams and all heads of departments and appropriate stakeholders.
- Attend planning meetings and be part of ensuring deliverability of productions.
- Oversee relevant departmental schedules.

### Financial

- Prepare future production budgets as directed.
- Manage allocated budgets for each production ensuring Production Managers are controlling and reporting their budgets, and take corrective action when needed.
- Advise the DGD on the feasibility and cost-effectiveness of the design.



- Create and manage permanent and freelance staffing budgets.
- Ensure the cost-efficient running of the department.
- Collaborate with the Finance department for accounting and reporting purposes.

## People Management

- Act as line manager for the team, ensuring excellent communication throughout the department.
- Support the DGD and the People Team in direct people management and the implementation of relevant policies.
- In conjunction and consultation with departmental managers and the Health & Safety Manager, implement training, as necessary, for all members of the department.
- Together with the DGD and the People Team, recruit and manage staff and Freelancers for productions, projects, events, producing and touring work as required.
- Prepare and manage permanent and Freelance contracts ready for authorisation, ensuring compliance with support from the People Team.
- Evaluate skills to ensure the highest standard of quality and efficiency for all productions is achieved.
- Be responsible for supervising, coaching, and supporting the team, setting goals and expectations at regular 1-2-1s and team meetings, providing formal feedback at annual performance reviews, and resolving conflicts and issues in a timely manner.

## Operational Management

- Deliver artistic visions into practical set and props design.
- Oversee set construction, build and adapt processes to ensure they meet performance and production highest standards.
- Ensure excellent communication between designers, directors and key stakeholders.
- Long term strategic planning with the DGD on co-productions and hires.
- Manage compliance with the company's health & safety policies and procedures. Ensure that team members are fully trained, understand and consistently meet their health & safety responsibilities in their daily tasks and work outputs.



## Job Requirements

### Experience / skills required:

- Proven experience in large-scale production design and management.
- Practical experience in set building and construction.
- Effective management of stakeholder relationships with production teams.
- Ability to produce and monitor departmental budgets.
- Training in health & safety management.

### Functional/ leadership competencies:

- Excellent communication skills for collaboration across departments and external stakeholders.
- Creative problem solving under tight deadlines.
- Ability to work well within a team.
- Ability to deal proactively with Company requirements.
- Awareness of health & safety regulations within the industry.
- IT literate with emphasis on Word and Excel and use of drawing programs such as AutoCAD, Sketchup and Vector works.





The Flying Dutchman 2025: James Glossop

## Terms and conditions

**Contract type:** Full-time, permanent

**Salary:** £42,000 -  
£50,000 per annum

**Hours of work:** 35 hours per week

**Holiday entitlement:** 33 days inclusive of 8 statutory holidays, per annum

**Pension:** Opera North will automatically enroll you into the company pension scheme upon appointment and after 3 months' service will contribute equivalent to 5.5% of your basic pay, should you meet the current legislative criteria. You will be required to make a personal contribution of 2.5% of your basic pay. We reserve the right to make future changes to our pension arrangements.

### Equity, diversity and inclusion

We promote equity, diversity and inclusion in our workplace and make recruitment decisions by matching our needs with the skills and experience of the candidate. As we work to address underrepresentation in our workforce, we are particularly keen to hear from applicants from the global majority or those with other protected characteristics.

The successful candidate must have the right to work in the UK or be ready to obtain it.

### General responsibilities of everyone who works for us:

- Represent the company values and purpose to create extraordinary experiences everyday
- Work collaboratively and co-operatively with all team members and take an active part in team meetings and discussions
- Be an ambassador for Opera North and follow our policies and procedures
- Play your part in ensuring that everyone who comes through our door is welcomed and treated with respect

### How to apply

To apply for this role, please send a CV and covering letter via the Hireful website.

If you need any help completing your application including any adjustments to the application process please contact [appointments@operanorth.co.uk](mailto:appointments@operanorth.co.uk) to make us aware.

**Good luck with your application and we look forward to hearing from you.**