

opera north

Production Manager



Our purpose

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

Our people

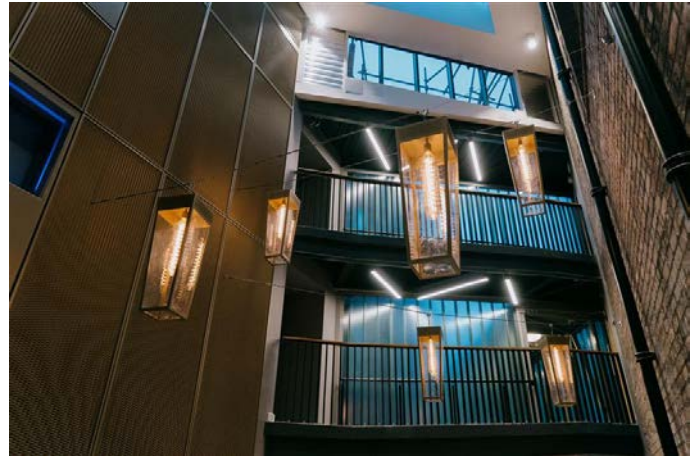
Working at Opera North you will be part of a company and group of people committed to fulfilling this purpose. Whatever role you take we will provide you with an induction plan that introduces you to your job and the team you'll be working in, as well as giving you the opportunity to meet colleagues 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. In recognition of our work with refugee groups, Opera North holds the status of Theatre of Sanctuary.

A new home

In 2021 we moved into our new home, 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.

Main purpose of the job

To work with the Senior Production Manager in creating and realising the staging of productions to the highest technical and artistic standards. Responsibly manage production budgets and resources and provide technical information to creative and technical stakeholders.

Position in organisation

- Reports to Senior Production Manager
- Direct reports: Operational reports - Production Office Coordinator, Production Office Assistant, Props Production Manager, seasonal staff

Duties and key responsibilities

Production planning and realisation

- The Production Manager will be responsible, in consultation with the Senior Production Manager, for the realisation of the staging of the company's productions in all venues and any overseas venues as required, within budget, time and technical parameters
- Assess requirements of a production and advise on feasibility, facilities, work sequences and budgets
- Discuss, report and communicate progress with the creative teams and all HODs and appropriate stakeholders
- Attend planning meetings and be part of ensuring deliverability of productions
- Cooperate on relevant departmental schedules

Financial

- Prepare production budgets as directed
- Manage allocated budgets for the staging of each production and take corrective action when needed
- Ensure the cost-efficient running of the production

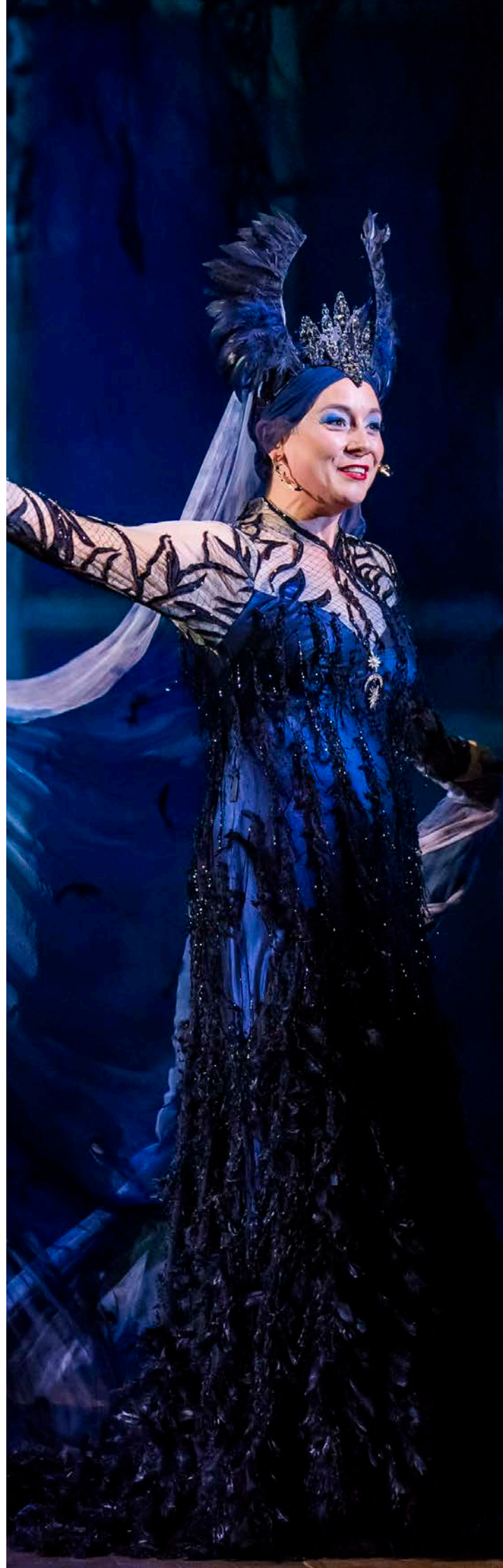


People Management

- Support excellent communication throughout the department
- Support the Senior Production Manager and HR department in direct people management and the implementation of relevant policies
- Support the implementation of training as necessary and required
- Support the evaluation of staff skills to ensure the highest standard of quality and efficiency for all productions is achieved

Operational Management

- Liaise with coproducers and hiring companies, providing technical information packages, technical support and hire agreement information,
- To be key person for the overall Health and Safety responsibility of allocated shows including risk assessments, safe working methods and any other Health and Safety legislation that are show specific in liaison with the Production manager and HODs
- Provide 2d and 3d drawings for productions as required by the Senior Production Manager
- Support the Senior Production Manager in ensuring that all departmental systems, procedures and documentation are properly carried out and maintained
- Support delivery of productions and props for non mainscale activity, including HAR and Learning and Engagement departments
- To provide reports as required, attend meetings, rehearsals, overseas visits and meetings as required by the Senior Production Manager



Additional responsibilities

- Attend performances – whether rehearsals or shows
- to ensure a good understanding of the work of the company to inform the efficacy of campaigns.
- Some weekend or evening work as required.
- Any other duties as may reasonably be required within the level and scope of the post.
- Ensuring the highest standards of professional performance are maintained.
- Supporting and wherever possible contributing to equality, diversity and inclusion within the organisation.
- Taking reasonable care of your own health and safety and that of any person who may be affected by your acts or omissions, including following Opera North health and safety procedures and co-operating with the organisation on health and safety issues.
- Participating in arrangements for performance review and appraisal.
- Ensuring that professional skills are regularly updated through participation in learning and development activities.



Person specification

Experience / skills required:	Proven experience in large scale Production Management Excellent understanding of technical operations in theatre Effective manager of stakeholders' relationships with production teams IT literate, with emphasis on Word and Excel and usage of drawing programs such as AutoCAD, Sketchup, and Vectorworks. Ability to produce and monitor production budgets Training in H&S management
Functional/ leadership competencies:	Ability to effectively manage and motivate staff Good communicator Ability to work well within a team Ability to deal proactively with company requirements Awareness of Health and Safety regulations within the industry Ability to frequently travel to touring venues in the UK

Terms and conditions

Contract type: Full-time, Fixed Term (10 months from August)

Salary: £33,000 per annum, pro rata

Hours of work: 35 hours per week with occasional evening and weekend travel required

Holiday entitlement: 33 days inclusive of 8 statutory holidays, per annum (pro rata)

Pension: Opera North will automatically enrol 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 via the Hireful website.

If you need any help completing your application including any adjustments to the application process, and if you are applying under the Disability Confident Committed scheme please contact appointments@operanorth.co.uk to make us aware.

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



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