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**Job Description**

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| **Job Title:** | ProductionManager |
| **Job Holder:** |  |
| **Reports to (Title):** | Director of Technical Training (DTT) |
| **Reports to (Name):** | Neil Fraser |
| **Responsible for (Title):** | Technical Manager  Production Technician (shared with Sound Dept). |
| **Hours per week** | 37.5 |

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| **Prime Function of Role:** |
| * Manage all technical and pedagogical requirements within the broad area of production management. * Coordinate and define the ethos and day-to-day running of production management within the Academy; taking both a production-based and a building-wide view of all related health and safety, technical, managerial and pedagogical concerns within this area. * Take a full and active role in cross discipline areas within the Academy as a whole, and keep abreast of current thinking and techniques within this area in the theatre and related industries. * Knowledge of current relevant health and safety legislation and practices will be required. * Undertake lead teaching of all aspects of production on various RADA courses. * Responsibility for the creation and provision of production to all RADA productions and performances. * Responsible for the running of the production management budget and therefore the provision and maintenance of all relevant RADA technical systems. |

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| **Accountabilities & Tasks:**   * Operating as the production manager for all RADA productions and as support for the Academy’s programme of activities - both educational and commercial; and to do so by upholding the highest standards of health and safety and general industry practice in this area. * Supervising and managing other technical staff on Academy productions and events as applicable to the role of production manager. * Operating as line manager for the Academy’s technical manager in close liaison with the Director of Technical Theatre (DTT), Head of Construction and other related departments. * Upholding, maintaining and demanding the highest standards of theatre and building wide technical ‘house-keeping’. * Undertaking direct teaching and supervision of students in the subject of production management – typical sessions being: ‘Risk Assessment’, ‘Health & Safety Legislation’, ‘Budgeting’, ‘Scheduling’, etc. * Undertaking ‘indirect’ teaching by displaying and demanding the highest professional standards in this area, and by coordinating with all relevant teaching programmes. * Working alongside RADA staff, as well as freelance directors, designers etc. to provide the general support and supervision of students within the context of the educational process. * Accepting a duty of care to the pedagogical and pastoral needs of students on a daily basis throughout the Academy. * Undertaking review and development of teaching programmes, operating within specific quality assessment procedures. * Contributing to all relevant student assessment processes and procedures. * Attending general staff meetings, programme boards and other relevant academic meetings. * Assisting the DTT in the choice of students undertaking production and project roles in the area of Production Management and other relevant areas. * Assisting the DTT where applicable, in the choice of free-lance staffing to supplement the teaching and production work in this area, and to engage and support the use of relevant free-lance subject specialists, including designers. * Undertaking the operation of a technical departmental budget to enable the successful running of the Academy’s theatres and the area of production and technical management provision generally. * Undertaking the more general operation of production budgets as they relate to Academy productions – keeping in close liaison with the DTT within whose greater budget this provision will fall. * Taking an advisory role on the work of the production area as it relates to broader (non-academic) RADA activities, including theatre hires, short courses (for the professional market and otherwise) and summer schools. * Creating, developing, supervising and teaching on new courses as they may seem appropriate. * Representing RADA on external bodies, and keeping abreast of developments within the relevant industry area(s). * Keeping fully up to date with relevant health and safety issues. * Taking responsibility on a rota basis for ‘staff duties’ during public performances. * Undertaking all other related activities that may reasonably arise. * Promoting equality, diversity and inclusion at all times and ensure they are at the forefront of your thinking when undertaking your responsibilities. |

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Degree level qualification or equivalent relevant professional experience. | * H&S qualifications – e.g. IOSH/NEBOSH … plus Working at Height, PUWER, COSHH etc * Teaching qualification |
| **Knowledge** | * Robust knowledge of Production Management. * Broad knowledge of Theatre Production process including all aspects of Health and Safety. | * Some teaching experience or experience of working with students in FE or HE level. |
| **Skills/abilities/**  **competencies** | * Team leadership skills. * Excellent scheduling skills * Excellent negotiation skills. * Excellent written and verbal communication skills * IT literate * Ability to manage a heavy workload efficiently and effectively |  |
| **Experience** | * Broad theatre production experience at Rep level and above. * Experience of budgeting small to mid-scale productions. | * Experience as HoD and/or PM. |
| **Personal Attributes** | * Committed * Self-motivated * Personable team player * Diplomatic and confident at dealing with people at all levels * Enthusiastic * Strong desire to impart knowledge and support a new generation of practitioners. |  |

Signed by Line Manager:

Date:

Signed by Staff Member:

Date: