



LONGBOROUGH

— FESTIVAL OPERA —

Production Manager Job Description

Context

Every summer Longborough Festival Opera runs a two-month opera season, based at the home of Martin and Lizzie Graham. The 500-seat theatre is set in the grounds of their home overlooking the Evenlode valley. Longborough has developed its audience over the past 20 years, growing from small productions with an audience of 400 to critically-acclaimed performances with a seasonal audience of over 8,500.

The summer season operates in June and July and includes four productions: three mainstage productions and a Young Artist production. In 2017 the season includes Wagner's *Tristan und Isolde*, Beethoven's *Fidelio*, Mozart's *The Magic Flute* and Gluck's *Orfeo ed Euridice*.

Job Purpose

We are seeking an experienced Production Manager to deliver four mid to large-scale operatic productions for Longborough Festival Opera, with an additional performance at a London venue. Working with creative teams and technical staff the Production Manager will be responsible for the financial control and realisation of each production for the season. The production manager will also be involved at a senior management level within the organisation, paying particular attention to building and staffing issues.

The right candidate would be enthusiastic, proactive, and adaptable – an efficient planner with first-rate communication skills.

This is a freelance position, with work concentrated in March to early August with additional commitments related to planning and preparation throughout the rest of the year.

Principal Accountabilities

- To support and advise the creative teams in the planning, rehearsal and realisation of individual productions for Longborough Festival Opera
- To appoint and line-manage a technical and production team to safely and successfully achieve Longborough Festival Opera's creative objectives
- To develop and oversee the technical schedule for the season, including get-in and get-out requirements
- To attend and schedule meetings with creative and technical teams as required, including weekly production meetings, pre-season planning and post-season evaluation and development
- To ensure members of the technical and production team comply with all current health and safety regulations, maintain general welfare of the team, and all risk assessment information is kept up to date
- To ensure all stage crew are adequately trained in the areas necessary for them to complete their duties, arranging additional training where required
- To attend rehearsals and performances as required
- To carry out all reasonable requests by the creative and management teams and be willing to take on jobs to balance the team workload
- To abide by and enforce the theatre's rules and processes

Person Specification

Skills and Experience

- Experience (ideally 5+ years) in managing a technical team
- A proven track record in managing all aspects of theatrical productions, including scheduling
- A proven track record in budgeting and recording expenditure over multiple departments and productions.
- Experience of staff management and leadership skills, including excellent communication and the ability to prioritise competing demands
- Excellent problem solving capabilities
- Level headed in highly pressured situations
- Up-to-date knowledge of existing legislation and best practice in all aspects of Production Management and stagecraft, including the CDM regulations introduced in 2015
- Familiarity and experience of working with Microsoft Office software and CAD drawing software
- The ability to schedule and plan resources to ensure the prompt delivery of multiple theatrical productions
- An interest in operatic repertoire is desirable
- A good sense of humour is essential

Further requirements

The successful candidate will be able to commit to punctuality throughout the period of employment bearing in mind that Longborough Festival Opera is not accessible by public transport.

Local accommodation during the season will be provided if required. Reasonable expenses are paid when agreed in advance with the General Manager.

The successful candidate must be able to fulfil the physical demands of the post, including (but not restricted to) working at height, in confined spaces, outdoors and in high noise environments.

Regular evening and weekend working is required, and overnight working to facilitate production turnaround.

Additional Information

Location

The administrative office is based in Longborough, Moreton-in Marsh, Gloucestershire, GL56 0QF.

Terms of Employment

This is a freelance position, with work concentrated in March to early August with additional commitments related to planning and preparation throughout the rest of the year.

Salary Range

Competitive.

Application Process

Please electronically submit your CV and a covering letter to Jennifer Smith, General Manager, no later than **Monday 21 November 2016**. In the covering letter, please explain your suitability for the role, why you are keen on the role and your current, or most recent, salary.

Please include details of two referees, stating at what point in the recruitment process each of them may be contacted. We will not contact your referees without your permission.

Interviews will take place on **Tuesday 29 November 2016** and **Friday 2 December 2016** and will include a tour of the site and theatre prior to the interview.

Contact Details

Jennifer Smith, General Manager

E: jen@lfo.org.uk

T: 01451 830 292

Note: This Job Description reflects the current situation.

It does not preclude change or development that might be required in the future.