

Job Description

Role Title:	Production Manager
School / Dept:	School of Arts, Media and Creative Technology
Reference:	MPF4307
Grade:	Grade 6
Full or Part time:	Full time
Hours:	36.25
Reports to:	Technical Manager

Overview

About the School of Arts, Media & Creative Technology

We are one of the leading centres for practice-based education in the creative disciplines within the North West. We are the heart of creativity in Salford, offering a programme of events that encourage engagement with our staff, students, industry and the local community.

Our £55 million New Adelphi flagship building offers a diverse range of spaces and equipment to suit all creative requirements and we are also the only UK university to have a campus at MediaCityUK - an international media hub with neighbours such as the BBC and ITV, with industry-standard facilities that offers a professional environment for teaching and learning.

The school has a strong legacy of successful alumni across a range of fields, including actors, stand-up comedians, musicians, journalists and designers.

About the role

The holder of this post will join a large technical team within SAMCT to provide technical support primarily within the areas of theatre and live performance. They will play a key role in the fulfilment of the School's artistic programme and the realisation of the University's enterprise and engagement strategy in and around the New Adelphi building. Working with students, colleagues and visiting companies/clients, the role holder will balance competing demands to oversee the planning and deployment of a large stock of technical resources across a range of spaces and events. The production management of touring student work will also form a crucial part of this role.

This is a full-time, permanent role. Due to the nature of the work, the working pattern will be flexible and will include evenings and weekends, averaging 36.25 hours per week.

Role Purpose

To join the technical support team, working primarily to provide support for live events and projects across the School of Arts, Media & Creative Technology. Reporting to the Technical Manager and working closely with the Theatre, Events and Engagement Teams, the post holder will coordinate and deliver technical support, resources, and staffing for events, productions, touring work, and live performances both internally and externally. The post holder will provide technical support to students, staff, external clients, and manage the running of events across the school.

Principal Duties & Responsibilities

Production Management

- Act as the point of contact for all visiting productions, commercial hires and in-house events, advising on and supporting their engagement.
- Coordinate technical resources and staff to deliver technical support to a wide range of events, productions, performances and sessions, ensuring high-quality production standards.
- Production manage touring student work, including liaising with venues, creating technical specification documents and drawing relight plans for each venue. This may also entail operating lights, sound and AV for touring performances, as well as driving appropriate transport to venues.
- Work with the events team in planning and coordinating events to ensure a well-resourced programme of activity.

Service delivery

- Undertake work across technical disciplines during performances, events and rehearsals to fulfil the requirements of students, staff, clients and the School. This includes lighting, sound, projection, visual effects, rigging and set building, and planning, fitting-up and operating a broad range of events.
- Assist and advise students and staff on the correct, safe use of tools and equipment in line with best practice and, when necessary, to provide practical demonstrations.
- Provide specialist advice in order to develop our facilities and equipment in line with current market trends, including procurement of capital and consumable items in accordance with University purchasing policies and to monitor the use of appropriate budgets.
- Plan and deliver appropriate extra-curricular workshop sessions for students.
- Provide specialist consultation to other members of staff regarding the planning and use of facilities.
- Demonstrate the correct methods and techniques for a range of specialist equipment relating to the subject area, to both staff and students, either on a one-to-one ad-hoc basis, or within scheduled groups.

Maintenance

- Coordinate the inspection, maintenance and upkeep of technical resources within area of responsibility to maximise availability and to maintain standards of quality and safety.

- To carry out Portable Appliance Testing periodically to ensure compliance with regulations.

Team and Personal Development

- Maintain and expand knowledge by researching developments in the area of specialism, in order to continually improve provision with regard to theatre and live performance technology.
- Work effectively with other multi-skilled technical support teams, providing services, support and relevant knowledge to colleagues where required.
- Engage with the Technician Commitment to promote the visibility, recognition, career development and sustainability of technical roles throughout the education sector.
- Engage and participate with the University's PDR process.
- Undertake appropriate technical, health and safety, administrative or other training as opportunities are identified.

Administration

- Provide support for a range of programmes offered within the School including provision of basic instruction documentation and user guides.
- Have due regard for the security, safety, installation and maintenance of specialist facilities and compliance with Health & Safety, including Risk Assessment, to ensure the required standards are continually met.
- Develop and maintain relevant databases to ensure the integrity of information and assets.
- Liaise as necessary with external clients and suppliers to solve technical issues and/or to provide an effective customer driven service.

Other Responsibilities

- Work flexible hours, including daytimes, evenings, weekends and anti-social hours, in order to meet the operational needs of the School.
- Bring to the attention of the Technical Managers any issues of health and safety.
- Perform other relevant technical duties as may be required by the Technical Managers.
- Perform any other duties appropriate to the grade as may be required by the Head of School
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.

- Engage with the University's commitment to put our students first and deliver services that are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. A degree or relevant professional experience (E)
2. Relevant industry qualifications (D)
3. A standard, full driving licence (D)

Background and Experience

4. Proven experience of production management across a range of theatre and live performance environments (E)
5. Professional industry experience as a live performance technician (E)
6. Proven experience of managing technical resources, including booking, maintenance, administration and efficient utilisation (E)
7. Experience of setting up and operating sound, lighting, a/v and other effects in a live performance environment (E)
8. Experience of working in a high pressure creative environment (E)
9. Experience in maintaining health & safety policy and procedures within your specialist area (E)
10. Experience of working in an educational environment (D)

Knowledge

11. An extensive knowledge of the technical aspects of theatre operations and live events production (E)
12. Knowledge of electrical theory and practice relating to theatre lighting, sound and communications systems (E)
13. A good understanding of Health & Safety regulations and the application of such regulations in a live performance environment (E)

Skills and Competencies

14. Strong interpersonal skills with the ability to work effectively as a member of a team and build relationships within the learning environment (E)
15. Excellent communication skills, including the ability to negotiate and demonstrate to others in a clear and effective manner (E)
16. Strong customer focus, demonstrating a thorough understanding of the customer needs (E)
17. Excellent coordination skills with the ability to guide and supervise a team of technical staff (E)
18. Ability to drive a car or small van (D)