

PERSON SPECIFICATION

Job Title:	Events & Production Manager
Department:	Events & Production
Summary of Duties & Responsibilities:	<ul style="list-style-type: none"> Responsible for the management, procurement and delivery of external facing productions for the School of Drama ensuring safe and efficient use of venue, stock and budget. Responsible for the efficient management of production budgets, alongside the budget holder ensuring the best value delivery while maintaining the highest level of quality and professionalism. To lead on the technical provision of productions ensuring effective collaboration with external stakeholders and partners and internal departments across the Conservatoire, to deliver to the highest quality. To lead in the engagement of production teams for all productions and to co-ordinate between contracted creatives for the successful delivery of the productions To Lead on the set up and co-ordination of Safe Systems of Work practices across the School of Drama Productions as agreed with Head of Live Events Production and the Head of School, be responsible as the Health and Safety representative during the production process ensuring students, staff, creatives and venues supported appropriately.

Key

E = Essential Criteria for Post
D = Desirable Criteria for Post
A = Application Form
I = Interview

R = Reference
T = Test
C = Certificate/Documentary Evidence
✓ = Use in how measured

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
QUALIFICATIONS & ATTAINMENTS						
1. GCSE grade C or above in English and Maths (or equivalent qualifications)	E	✓				✓
2. Educated to A Level standard (or equivalent qualifications/experience)	D	✓				✓
3. Educated to degree level in technical theatre related	D	✓				✓

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
specialism						
EXPERIENCE & KNOWLEDGE						
4. Experience of working in a Performing Arts organisation, or in performance production work	E	✓	✓	✓		
5. Experience of working in a producing theatre context in a technical discipline	E	✓	✓	✓		✓
6. Experience of working in an Educational organisation	D	✓	✓	✓		
7. Technical theatre experience which can be applied in theatre production e.g. Technical /Stage management, design, Lighting, Sound Technical roles	E	✓	✓			
8. Knowledge of theatre technical and design teams and potential contacts/network	E	✓	✓			
9. Experience of theatre production budgeting, including capital expenditure	E	✓	✓			
10. Experience of working with contracts and invoices for external practitioners	D	✓	✓			
11. Experience of writing risk assessments for venues or groups of practitioners	E	✓	✓			
SKILLS & COMPETENCIES						
12. Excellent organisational skills in order to manage a varied workload	E	✓	✓		✓	
13. Ability to undertake technical theatre role/s within a production	E	✓	✓			
14. Excellent interpersonal skills and ability to communicate with a broad range of people, using both verbal and written communication skills	E	✓	✓			
15. Ability to creatively problem solve with competing artistic, financial and resourcing priorities	E	✓	✓		✓	
16. Ability to work flexibly within job tasks and within the team	E	✓	✓			
17. Aptitude for team working	E	✓	✓			
18. Ability to concentrate and work accurately at all times, including when under pressure	E	✓	✓			
19. First aid trained	D	✓				
VALUES & ETHOS						
20. Commitment to champion the Conservatoire's support and promotion of Equality, Diversity and Inclusion	E		✓			
21. Commitment to safeguarding young people and other vulnerable groups	E		✓			
WORK CIRCUMSTANCES						
22. Able to work evenings and weekends as required	E		✓			

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
DBS DISCLOSURE						
23. Offer of employment will be made subject to an enhanced disclosure, which will be sought by the Conservatoire for the successful applicant	E					

APPROVAL OF PERSON SPECIFICATION - LCOM	
Compiled By:	Hiring Manager
Compilation Date:	July 2024