

Post Details		Last Updated: 26/4/2022	
Faculty/Administrative/Service Department	FASS/GSA		
Job Title	Productions Manager		
Job Family	Technical & Experimental	Job Level	4
Responsible to	GSA Operations & Engagement Manager		
Responsible for (Staff)	Production Supervisor(s)/Workshop supervisor/ Scenic Arts Supervisor/Wardrobe Supervisor		
<b>Job Purpose Statement</b> Working as a key part of the Operations and Events Team, the post holder will manager and oversee all production activity for performances in the Guildford School of Acting. As part of this activity they will work with academic colleagues to plan the production programme and draft budgets for all productions. Where appropriate, the post holder will instruct and supervise students undertaking production roles. The post holder will have a critical role in facilitating the production portfolio of GSA and ensuring safe working practices in all GSA venues.			
<b>Key Responsibilities</b> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<div><div>1.</div><div>Collaborate with Programme Leaders and other senior colleagues to plan, schedule and realise all GSA productions, ensuring parity of experience across all programmes and in line with timetabling and assessment points. Forecast and manage the production budgets in collaboration with the GSA Operations Manager to deliver GSA's annual production programme</div></div> <div><div>2.</div><div>Approve all production designs and ensure best practice, in line with industry experience and expertise</div></div> <div><div>3.</div><div>Manage the production departments (construction, design, wardrobe, lighting and sound) to facilitate and fulfil productions and oversee workload, and engage external freelance designers and technical staff as required</div></div> <div><div>4.</div><div>The post holder will deliver a proportion of GSA's production output each year, ranging from smallscale studio productions (budget £500) to fully realised musical (budget £20k). The post holder will be part of a show allocation process which ensures an even workload of larger and smaller productions and where appropriate, receive additional support from within the TTA to achieve the aims of each element of the production season.</div></div> <div><div>5.</div><div>The post holder will directly line manage the production Head of Departments, namely Productionsupervisor(s)/ Design supervisor/ Construction technician/Head of Wardrobe in order to effectivelymanage all resources in the facilitation of productions</div></div> <div><div>6.</div><div>Act as Production Manager/Supervisor on a proportion of GSA productions each year.</div></div> <div><div>7.</div><div>Ensure safe working practices at all times during production work</div></div> <div><div>8.</div><div>Provide appropriate formative feedback and contribute to summative feedback to students when necessary.</div></div>			
<b>N.B. The above list is not exhaustive.</b>			
<b>All staff are expected to:</b> <ul style="list-style-type: none"><li>Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.</li><li>Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.</li><li>Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.</li><li>Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.</li><li>Undertake such other duties within the scope of the post as may be requested by your Manager.</li><li>Work supportively with colleagues, operating in a collegiate manner at all times.</li></ul>			
<b>Help maintain a safe working environment by:</b> <ul style="list-style-type: none"><li>Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.</li><li>Following local codes of safe working practices and the University of Surrey Health and Safety Policy.</li></ul>			

## **Elements of the Role**

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

### **Planning and Organising**

- Public productions are undertaken as part of assessed modules on all GSA programmes. The post holder will work with Head of Departments, programme leaders and GSA operations team to plan this programme on an annual basis, in terms of titles and scope of productions.
- Once titles and scope of productions are agreed the post holder will plan and organise resources required on a 'seasonal' basis (Autumn/Spring/Summer) in liaison with the TTA team.
- The post holder will operate proactively and in an independent manner to organise and prioritise their own work and that of their team to successfully meet both short term objectives (production delivery), medium term objectives (annual planning) and long term objectives (creating effective operating systems and structures for GSA productions).

### **Continuous Improvement**

- The post holder will work with Head of Departments, Programme leaders & GSA Operations Manager in developing procedures and systems, in order to support and maximise efficiency of overall GSA production processes.
- They will pro-actively Identify and implement improvements to GSA production practice and motivate the wider team to do likewise.
- The post holder will be key in reviewing and managing all GSA production processes to ensure clear structures, systems, procedures and communication.
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### **Accountability**

- The Operations and Events department work as a team to deliver a range of performances and events.
- The post holder will report regularly to the Head of GSA and Operations Manager for guidance, but will have latitude to manage the majority of problems within their area of expertise themselves.
- GSA's production portfolio impacts on all aspects of GSA's operation, including programme delivery and external reputation. It plays a crucial role in creating a positive student and staff experience, in ensuring the health and safety of students and staff and in maintaining the institution's reputation in the wider entertainment industry.
- The post holder is accountable to the Head of GSA and GSA Operations Manager for the smooth running of this aspect of GSA's work.

### **Dimensions of the role**

- The post holder will deliver a proportion of GSA's production output each year, ranging from small scale studio productions (budget £500) to fully realised musical (budget £20k). The post holder will be part of a show allocation process which ensures an even workload of larger and smaller productions and where appropriate, receive additional support from within the TTA to achieve the aims of each element of the production season.
- The post holder will directly line manage the production Head of Departments, namely Production supervisor(s)/ Design supervisor/ Construction technician/Head of Wardrobe in order to effectively manage all resources in the facilitation of productions.
- The post holder will liaise regularly with the Theatre Technical Manager and Teaching Fellows for production, stage management, lighting, sound and design to ensure all appropriate resources are available for the facilitation of productions.
- The post holder (in liaison with the programme teams for BA Theatre Production & MA Stage & Production Management) will ensure appropriate staffing for productions, sourcing freelance technical staff as necessary.

### **Supplementary Information**

- The post holder is expected to demonstrate best practice associated with the related creative and entertainment industries, providing students with a highly positive role model. Drawing from their own industry expertise, they will advise students on production roles and act as a technical resource.

**Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

### Qualifications and Professional Memberships

Degree, HND, NVQ 4 qualified in a relevant specialist subject and/or professional qualification and relevant formal training, plus a number of years' practical experience in a similar or related role(s).

Or:

Significant vocational experience, demonstrating development through the acquisition of appropriate professional or specialist knowledge and involvement in a series of progressively more demanding relevant work/roles.

A degree or equivalent in stage or production management of live events

**Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

**Essential/  
Desirable**

**Level  
1-3**

Professional experience in stage and production management

E

3

A very good knowledge of a range of event/show styles and scale

E

3

Ability to manage complex projects including financial management

E

3

Experience of leading/managing others in a production environment

E

3

A high level of knowledge of health and safety legislation for live performance

D

2

Experience of working in an educational environment

D

2

### Special Requirements:

**Essential/  
Desirable**

Ability to work to a flexible schedule including unsocial hours.

E

A clean driving licence with experience of driving vans

D

**Core Competencies** This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.

**Level  
1-3**

Communication

3

Adaptability / Flexibility

2

Customer/Client service and support

2

Planning and Organising

3

Continuous Improvement

2

Problem Solving and Decision Making Skills

3

Managing and Developing Performance

3

Creative and Analytical Thinking

2

Influencing, Persuasion and Negotiation Skills

2

Strategic Thinking & Leadership

2

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

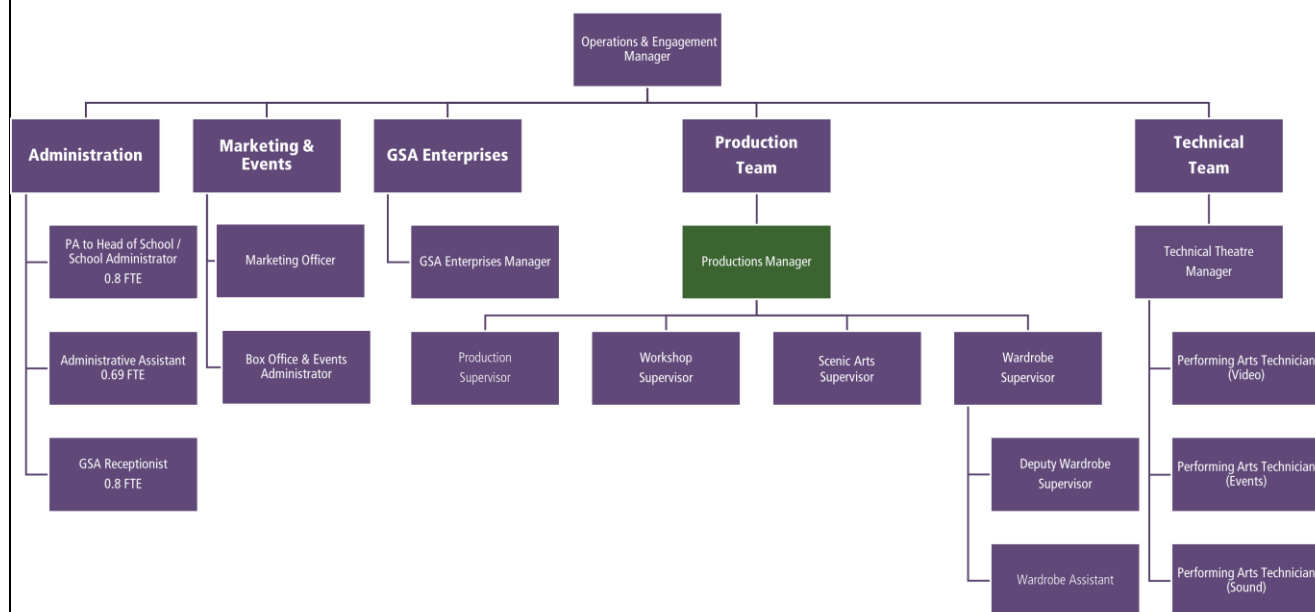
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

## Organisational/Departmental Information & Key Relationships

### Background Information

GSA (Guildford School of Acting) is a long established and internationally renowned conservatoire, training technicians, performers and creative leaders for the theatre and performance industries. We are a department of the University of Surrey, a leading UK and global university. The department of Technical Theatre Arts runs the BA Theatre Production & MA Stage & Production Management programmes, as well as supporting the production aspects of all other courses within the GSA portfolio, research activity and a large variety of other events. Providing an excellent student experience is central to all we do.

### Department Structure Chart



### Relationships

#### Internal

- GSA Operations & Engagement Manager
- Programme Leaders for BA Theatre Production & MA Stage & Production Management and other GSA programmes
- Production supervisors/Design Supervisor/Wardrobe Supervisor/Scenic Arts Supervisor, Workshop Supervisor,
- Technical Theatre Manager
- GSA Operations & Events team

#### External

- Regular liaison with visiting professional creative staff e.g. directors and designers for GSA productions
- Daily liaison/supervision of visiting professional production staff e.g. freelance production managers and technicians