

Last Updated: 9/7/26			
Job Title	Production Supervisor		
Faculty/ Department	Faculty of Arts, Business & Social Sciences / Guildford School of Acting	Legal Entity	University of Surrey
Job Family	Technical & Experimental	Job Level	3
Reports To	Productions Manager	Line Manages (role title(s))	N/A

Job Statement

Working as a key member of the GSA Operations Team, the post holder will oversee and support the delivery of production activity for performances within the Guildford School of Acting. As part of this activity, they will supervise, mentor and support students undertaking production roles within a professional production environment. The post holder will also play a critical role in promoting and maintaining safe working practices across all GSA venues and production facilities. The post holder will also act as a key point of liaison with academic staff on the allocation and supervision of show roles for production students.

Key Responsibilities This is not designed to be a list of all tasks undertaken but the main responsibilities (5 to 8 maximum)

1. Key Responsibilities

- Lead and oversee production teams comprising permanent staff, visiting professionals, freelance Production Supervisors and students to deliver productions as part of the GSA production programme.
- Undertake the role of Production Supervisor on an agreed proportion of GSA productions each academic year.
- Work collaboratively with construction, costume and other production departments to ensure the timely, efficient and sustainable delivery of production resources, in line with the principles of the Theatre Green Book.
- Liaise with the Productions Manager, visiting practitioners, freelance staff, designers and technicians to plan, coordinate and maintain production schedules that support the successful delivery of productions.
- Promote and maintain a safe working environment throughout rehearsals, production periods and performances, ensuring compliance with relevant health and safety legislation and industry best practice.
- Manage the props, furniture and scenic fabric stores, ensuring they are well organised, maintained and developed to support teaching and production activity. Oversee the maintenance of scenic and staging equipment as required.
- Supervise, mentor and support students undertaking production roles, fostering their professional development through practical production experience. Support the delivery of stage management teaching sessions and workshops.
- Provide timely and constructive formative feedback to students and contribute to summative assessment and feedback processes as required.

N.B. The above list is not exhaustive.

Role Scope and Impact This is a summary of the post holder's role in delivering outcomes, making decisions, and the complexity of problem-solving involved in the role.

- The Production Supervisor plays a key role in the successful delivery of GSA's public production programme, which forms an integral part of the assessment and learning experience across GSA courses. The post holder will act as Production Supervisor on an allocated proportion of productions each academic year, taking responsibility for planning, coordinating and delivering projects ranging from small-scale studio productions to fully realised musicals.
- Working with a high degree of autonomy, the post holder will create and manage detailed production schedules, balancing competing priorities to ensure productions are delivered safely, on time, within budget and to a professional standard. Alongside production delivery, they will oversee the effective management, maintenance and sustainable use of scenic, staging, props, furniture and fabric resources, embedding the principles of the Theatre Green Book through the reuse and efficient management of production assets.
- The role requires sound judgement and effective problem-solving in a fast-paced live performance environment, where unexpected technical, logistical and operational challenges frequently arise. The post holder will analyse issues, determine appropriate solutions and communicate effectively with a wide range of stakeholders, including academic staff, students, visiting practitioners, freelance creatives and technical colleagues, to ensure productions continue to meet artistic, educational and operational objectives. While reporting to the Productions Manager, the post holder is expected to resolve the majority of issues independently within their area of professional expertise, referring more complex matters where appropriate.
- The Production Supervisor works collaboratively across the GSA Operations Team and with academic colleagues to coordinate resources and ensure the successful delivery of the production season. Regular liaison is required with freelance Production Supervisors, the Theatre Technical Manager, and technical, production and academic colleagues to coordinate production schedules, allocate resources, support student learning and ensure the successful delivery of the production programme.
- The post holder will hold budgetary responsibility for allocated productions, including the management of production budgets, petty cash and the preparation of budget reports upon completion of productions.
- The post holder is expected to maintain an excellent working knowledge of relevant legislation, University policies and industry best practice, particularly in relation to health and safety, ensuring that safe systems of work are embedded throughout rehearsals, production periods and performances.
- As an experienced theatre practitioner, the post holder will contribute to the continuous improvement of GSA's production operations by identifying opportunities to enhance production practices, workflows and systems.

- The role has a significant impact on both the quality of the student learning experience and the external reputation of GSA. The post holder is accountable for the successful delivery of their allocated productions, ensuring they meet artistic, educational, financial and operational objectives while providing students with a professional, supportive and safe production environment that reflects current industry practice.

Supplementary Information

- Although not directly responsible for the line management of staff, the post holder will supervise and mentor students on a day-to-day basis and supervise casual workers and freelance staff involved in production activity. The post holder is expected to demonstrate professional best practice within the creative and entertainment industries, acting as a positive role model for students.
- The post holder will be expected to develop and maintain effective working relationships with internal and external stakeholders, liaising regularly with GSA colleagues regarding upcoming productions and attending relevant production, technical and academic meetings.
- The post holder may be required to drive a University vehicle in order to deliver or collect props, furniture, equipment, scenery or materials in support of production activity.

Person Specification This section describes the 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 stage or production management of theatre and live events

E

OR

Significant and broad vocational experience, acquired through job related vocational training supported by a career demonstrating continual improvement.

A further or higher education performing arts qualification

D

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).

Level 1: basic level of understanding/experience and can apply it with guidance.

Level 2: good level of understanding/experience and can apply it with little or no guidance.

Level 3: expert level of understanding/experience and can apply, develop it and guide others.

**Essential/
Desirable**

**Level
1-3**

Professional experience in stage/production/event management

E

3

A working knowledge of a range of event/show styles and scale

E

3

Experience of leading others in a production environment

E

2

A working knowledge of health and safety legislation in live performance

E

2

Experience of working in an educational environment

D

Special Requirements This may include a Disclosure and Barring Service (DBS) check, regular overseas travel, driving licence, shift work.

**Essential/
Desirable**

Requirement to work out-of-hours during peak periods when necessary

E

Full UK Driving Licence

E

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 and Flexibility

3

Customer, Client service and support

2

Planning and Organising

3

Continuous Improvement

2

Problem Solving and Decision Making Skills

3

Managing and Developing Performance

2

Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	3
Strategic Thinking and Leadership	N/A

This Job Purpose outlines the core activities of the role. As the Department/Faculty and the post holder evolve, the duties and focus of the role may change. The University expects the post holder to adopt a flexible approach to work, including undertaking relevant training when necessary. If significant changes to the Job Purpose are required, the post holder will be consulted, and the changes will be reflected in a revised Job Purpose.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Contribute towards broader university initiatives that have a positive impact on student experience, recruitment and campus operations. This may include participation in cross-functional activities such as open days, confirmation and clearing, welcome week, graduation.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- All staff have a statutory responsibility to take reasonable care of themselves and others and to prevent harm by their acts or omissions. All staff are, therefore, required to adhere to the University's Our Safety Policy Statement and associated Procedures.

Organisational/Departmental Information & Key Relationships

Background Information

This post is based within the School of Arts, Humanities & Creative Industries (within FABSS), which includes Guildford School of Acting (GSA). GSA is one of the UK's leading conservatoires for acting, musical theatre and production training, offering undergraduate programmes in Acting, Musical Theatre and Production Skills, as well as postgraduate programmes in Acting, Musical Theatre and the Practice of Voice and Singing. GSA also offers Saturday School and Summer School courses for all ages.

The post holder will work closely with the Production and Technical staff within the GSA, as members of a working team. It is essential that the post holder develops good working relationships across the University with other School and Faculty staff, Estates and Facilities, Health & Safety, as well as with staff and students in the School of Arts, Humanities & Creative Industries (including GSA).

Department Structure Chart

