



JOB DESCRIPTION

Title:	Duty Team Assistant Manager
Reports to:	Duty Team Manager
Manages:	Senior Technicians, Technicians, and Casual Technicians

Overall Purpose of the Job:

To work in one of the Duty Teams under the line management of that Duty Team Manager, working closely with all the production teams to ensure that activities, rehearsals and performances are carried out to the highest possible standard of safety, efficiency and quality. To deliver activities within agreed resources and budgets. To provide effective leadership and management of staff.

Duty Team Assistant Managers but are expected to work flexibly across Lighting and Stage disciplines and undertake training if necessary to support all areas of work.

(The Duty Teams will provide a core staffing level onstage, taking overall responsibility for all aspects of general technical work on and around the stage, working closely with all the production teams and supporting them as required by the Heads and Deputy Heads of Department (Stage and Lighting). The Duty Teams will provide production support during rehearsals and shows and will have the remit to coordinate work around the stage area, including scenic moves in preparation for changeovers and shows. They will be responsible for the logistics of running a large stage and offstage area while upholding the highest principles of safe working practice)

Main Responsibilities:

Day to day technical operations

- Ensure that ROH productions are delivered to the required standard to ensure the highest quality of production.
- Provide technical support for the visiting companies during the ROH “summer season”

- Work collaboratively with the Manager to provide strong leadership to the team, with sufficient direction and support, reporting concerns promptly to line managers.
- Assist the Manager in reviewing, implementing, and maintaining all relevant documentation, including risk assessments and method statements.
- Oversee the usage of all relevant tools, equipment and machinery, keeping all in good working order and with sensible stock keeping processes.
- Become fully trained and authorised to safely operate the stage systems and equipment including but not limited to the pallet and carousel system, the lorry lift, and stage elevators.
- Undertake training if required to support the work of stage and lighting biased teams including Flys, Followspots, and Lighting Control.
- Actively support work in other technical areas if so required, in accordance with skills and abilities, including Build and/or Lighting Systems.
- Attend model, production, and other technical department meetings as required.
- Contribute to fostering a culture of continuous improvement across the team.

Health and Safety

- Take personal responsibility for the safety of self and others
- Promote a positive approach to Health & Safety and safe working practices at all times.
- Ensure relevant Health & Safety legislation is applied effectively and assist with the creating and updating of any risk assessments and method statements that may be necessary.
- Undertake Health and Safety and any other training as identified by line managers+ and as required of the post, which may include but is not limited to IOSH, CDM 2015, Working at Height (including harness training if required), Manual Handling, and Electrical Safety.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.
- Oversee a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

Communication and Relationships

- Assist in building an effective team by taking individual responsibility for attendance, quality of work, motivation and discipline, and providing support for other team members.
- Treat people with respect and maintain good working relationships
- Coordinate work with others, sharing relevant information, ideas and resources, and demonstrate a disciplined approach to work
- Maintain high standards under pressure and carry out tasks without detailed supervision
- Develop strong working relationships with colleagues across Technical, Production, the Performing Companies and the wider organisation.
- Create an environment of positive and engaged communication and information sharing with all production teams.

Leadership

- Supervise the work of Senior Technicians, Technicians, and Casual Technicians, reporting any concerns regarding attendance, conduct or performance promptly to line managers.
- Assist in the induction and training of staff to the required standard if required.
- Support a culture of information sharing, collaborative working and team working.
- Be visible, approachable, supportive and accessible to the team.
- Ensure that working practices are in accordance with ROH policies and procedures.
- Maintain the highest level of health and safety management and practically support the training of staff.

Continuous Improvement

- Keep in touch with best practice as relevant to the role and emerging technologies, including relevance to the sustainability aims and goals of the ROH.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Contribute to a culture of innovation and continuous improvement.

Deliverables

- Maintain high production standards and timely delivery of duties.
- Effective management of direct reports with strong and positive morale.
- Compliance with Health and Safety best practice and ROH procedures.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

PERSON SPECIFICATION:

Technical Skills and Experience

- An excellent track record of team leadership in a major producing theatre including the staging of opera and ballet productions.
- Substantial technical experience in a major producing theatre with either Stage or Lighting bias, preferably with experience in a large repertory house. Skills in more than one discipline an advantage.
- An appreciation of both technical and aesthetic aspects of performance, demonstrating a broad range of technical skills and understanding.
- Qualifications and training in Lighting should be to BS7909 standard, or equivalent Stage (engineering, flying & rigging) training.
- Experience of automated systems including flying and elevator systems an advantage.
- An IOSH health and safety qualification with experience of working to CDM2015

- Demonstrable understanding of Health and Safety legislation relevant to theatre and able to undertake accurate and suitable risk assessments.
- Good MS Microsoft Office skills.
- Good understanding of AutoCAD.

People Skills

- Positive leadership style, leading by example
- Strong relationship management skills and clear communicator with a proactive approach to communication
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach
- Self-motivation and good written communication skills
- Collaborative approach to working
- A strong team leadership ethic

Job Requirements

- Strong awareness of and adherence to Health and Safety policy and best practice
- Compliance with discrimination legislation and Equal Opportunities principles
- Flexibility to work varied hours including travel and work at other locations on ROH business if required.

