



EDINBURGH INTERNATIONAL FESTIVAL

The Production Department is responsible for researching, planning and implementing the production and technical aspects of staging of all productions and performances for the Edinburgh International Festival. This involves realising a succession of productions in the Festival Theatre, the King's Theatre, the Edinburgh Playhouse and the Royal Lyceum Theatre amongst others. Additionally, in some Festivals, venues are found and converted for site-specific theatre. Production and technical support is also given as required for music events in the Usher Hall and Queen's Hall.

In a Festival this requires managing and delivering productions from around twenty different theatre, dance and opera companies (most of them based outside the UK). This means ensuring that production, technical rehearsal and performance plans are feasible and arranging for the personnel and technical equipment to be sourced, recruited and scheduled to realise the plans. The department also arranges transport of scenery, provision of super-titles, and liaises with the venues to provide all the ancillary theatre services needed by the artists.

The year-round complement of the department is Head of Production, Technical Co-ordinator and Technical Administrator. The department is augmented by five technical heads of department (Staging, Light, Sound, Stage Management and AV) during the run up to and through each Festival. During the Festival up to 200 temporary technicians augment the production and technical teams.

The Festival is located in the The Hub at the top of the Royal Mile. The Festival also has a store and workshop at the Elizafield Industrial Estate.

We believe that being inclusive and diverse across all areas of our work helps us bring the best international festival to Edinburgh. We believe that an inclusive culture is the foundation for a successful workplace, and we strive to grow our diverse representation across our staff, our artists and our audiences.

We are committed to equality of opportunity and welcome applications from individuals, regardless of their backgrounds and life experience.



EDINBURGH INTERNATIONAL FESTIVAL

Job Title	Head of Production
Reports to	Programme Director
Works with	Visiting companies and all Edinburgh International Festival staff and venues.
Job Purpose	To lead all aspects of the production and technical function of the Edinburgh International Festival across all venues and performances, principally in music, opera, theatre, and dance. Including overseeing events and performances in non-traditional arenas and spaces throughout the city.

Principal responsibilities

PRODUCTION TEAM LEADERSHIP

- Provide effective leadership and direction to the Production department, Heads of Department, and team members.
- Oversee the effective and efficient planning and management of the production and technical processes for the Festival programme.
- Effectively communicate the planning and scheduling of the production schedule to all relevant teams.
- Develop robust management structures and systems to deliver the production department's remit.
- To create a positive working environment experience for all staff, teams and companies within the areas of production and technical.
- Ability to prioritise complex workloads with excellent organisational, verbal and written skills

PRODUCTION

- Ensure the production and technical processes for the Festival programme are planned and managed effectively, safely and efficiently within the physical and financial resources available.
- Create and manage production and technical budgets for the production and technical execution of the Festival, working within the Festival's budget parameters.
- Procure suppliers of all technical equipment across technical departments.
- Manage the work of permanent and temporary Production Department staff and to oversee the recruitment of contract Festival staff as appropriate.

- Oversee liaison with visiting companies and artists regarding production, technical and freight requirements and ensure the highest standards of delivery and presentation.
- Liaise with resident venue Technical Managers with regard to all aspects of the visiting companies production and technical requirements.
- Agree and budget technical and crew schedules with venues and visiting companies.
- As required to attend technical visits and performances in advance of companies' arrival in Edinburgh.
- Ensure all aspects of venues used by the Festival meet the highest standards and to ensure correct licensing is obtained, if appropriate.
- Manage the operational function of the Festival's workshop and store.
- Assist in the identification and preparation of temporary venues as required.

HEALTH & SAFETY

- Ensure full compliance with all relevant legislation in relation to working in venues and for Festival productions and performances, and keep abreast of all relevant updates, ensuring this information is disseminated to colleagues and teams.
- Ensure best working practices are in place to meet the above.
- Oversee production and technical risk assessments, and CDM management for production periods, ensuring that best practice is always followed.
- Take an overview on technical training, ensuring that appropriate staff have access to relevant training.

GENERAL

- Ensure correct licensing is obtained and in place for all venues and performances.
- Support the production of other International Festival events, for example programme launches, and civic events.
- To be the principal link with BECTU and together with the Programme Director to update the Festival house agreement annually.

Any other duties as required by the Programme Director or Festival Director to further the success of the Festival.

This is a guide to the nature of the work required of the Head of Production. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

Person specification

Essential

- Demonstrable track record of delivering production and technical aspects of large-scale opera, theatre and dance in festivals, theatre, entertainment, events management or similar environments.
- Up to date expertise in all aspects of technical work required to mount large-scale theatrical productions.
- Track record of leading and managing large teams across complex projects.
- Proficient in using CAD or other professional drawing software.
- Excellent organisational skills, inter-personal & communication skills
- Proficient user of Microsoft Office software including Outlook, Word, Excel.
- Ability to prioritise complex workloads with excellent organisational, verbal and written skills
- A positive, proactive, and flexible approach
- Ability to work to tight deadlines in a fast moving Festival
- Experience of working at a high level within the national and international touring circuit
- Driving license

Terms and Conditions

Working days/hours	35 hours per week, by agreement within standard office hours of 9.30 to 17.30, Monday to Friday. At peak times, and particularly immediately before and during the International Festival, it will be necessary to work outside standard hours and at weekends. Payment of overtime is not applicable to this post.
Contract type	Full time permanent contract.
Flexible working	We are happy to discuss flexible working. There is no obligation to raise this at the application stage but if you wish to do so, you are welcome to. Flexible working can also be part of the discussion at the offer stage.
Salary	circa £50,000 per annum
Holiday entitlement	25 days per annum (with 3 days requiring to be taken between Christmas and New Year). You will also be entitled to 10 public holidays throughout the year. 5 of these days will have fixed dates and the other 5 will be floating days and will be added to your annual leave entitlement.
Pension Scheme	The International Festival will comply with the employer pension duties in accordance with Part 1 of the Pension Act 2008, as amended or replaced from time to time.