

# PERSON SPECIFICATION

|                                       |   |
|---------------------------------------|---|
| Job Title:                            | <b>Events &amp; Production Manager</b>  |
| Department:                           | Events & Production   |
| Summary of Duties & Responsibilities: | <ul style="list-style-type: none"> <li>To develop systems and schedules to co-ordinate the external facing production work integral to the Performing Arts degree programme</li> <li>To develop budgets for production work, alongside budget holders, and produce production work which meets budget targets.</li> <li>To liaise with the Head of Live Events Production and the Technical Manager on capital expenditure required to support the Conservatoires work now and in the future.</li> <li>To liaise with internal departments across the Conservatoire, as appropriate, to support the delivery of the production work of the Students.</li> <li>To create and co-ordinate production teams.</li> <li>To setup and coordinate working practices across the Performing Arts team agreed with the Director of School.</li> </ul> |

## 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 |
| <b>QUALIFICATIONS &amp; ATTAINMENTS</b>   |     |              |   |   |   |   |
| 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 specialism                           | D   | ✓            |   |   |   | ✓ |
| <b>EXPERIENCE &amp; KNOWLEDGE</b>   |     |              |   |   |   |   |
| 4. Experience of working in a Performing Arts organisation, or in performance production work | E   | ✓            | ✓ | ✓ |   |   |

| CRITERIA   | E/D | HOW MEASURED |   |   |   |   |
|--|-----|--------------|---|---|---|---|
|  |     | A            | I | R | T | C |
| 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   | ✓            | ✓ |   |   |   |
| <b>SKILLS &amp; COMPETENCIES</b>   |     |              |   |   |   |   |
| 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   | ✓            |   |   |   |   |
| <b>VALUES &amp; ETHOS</b>  |     |              |   |   |   |   |
| 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 (enhanced DBS check required).   | E   |              | ✓ |   |   |   |
| <b>WORK CIRCUMSTANCES</b>  |     |              |   |   |   |   |
| 22. Able to work evenings and weekends as required   | E   |              | ✓ |   |   |   |

#### APPROVAL OF PERSON SPECIFICATION - LC

**Compiled By:** Hiring Manager

**Compilation Date:** March 2025