

PERSON SPECIFICATION

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

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
QUALIFICATIONS & ATTAINMENTS						
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	✓				✓
EXPERIENCE & KNOWLEDGE						
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	✓	✓			
SKILLS & COMPETENCIES						
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	✓				
20. UK Driving Licence	E	✓				
VALUES & ETHOS						
21. Demonstrates respectful and inclusive working practices. Treating others with dignity and respect and helping to remove barriers to participation.	E		✓			
22. Commitment to safeguarding young people and other vulnerable groups	E		✓			
WORK CIRCUMSTANCES						
23. Able to work evenings and weekends as required	E		✓			

APPROVAL OF PERSON SPECIFICATION - LCOM

Compiled By:	Hiring Manager
Compilation Date:	April 2026