

# Production Assistant



## Applying for this post

To apply for this post please send your completed \*application/CV and covering letter explaining how your skills and experience align with the requirements of the job description as well as your diversity monitoring form to [RepTalent@birmingham-rep.co.uk](mailto:RepTalent@birmingham-rep.co.uk)

Data from your diversity monitoring form will not be shared with the recruitment panel.

\*we accept other forms of submission including video and audio recordings.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact [RepTalent@birmingham-rep.co.uk](mailto:RepTalent@birmingham-rep.co.uk)

The deadline for receipt of **applications** is **21<sup>st</sup> May 2021 at 5pm.**

If **shortlisted** for interview you will hear from us by **28<sup>th</sup> May 2021.**

**Interviews** will be held on **3<sup>rd</sup>/4<sup>th</sup> June 2021**

## Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

In line with GDPR, your application will be retained securely for 6 months before being destroyed if you are unsuccessful.

Vacancies will generally close by the deadline, however, we reserve the right to close the vacancy early if we receive a high volume of suitable applicants. We therefore advise candidates to submit their applications as soon as possible if they wish to be considered for the role. Any applications made after the deadline will not be considered.

## Role Summary

The REP is an ambitious and exciting theatre which is now growing and re-building following the impact of COVID 19. There is much to celebrate and be excited about at The REP including our 50<sup>th</sup> anniversary as well as Birmingham's Commonwealth Games Cultural Festival in 2022, the Birmingham City re-generation, a redevelopment of our front of house areas, and reasserting our mission and values under a new executive team, Rachael Thomas Executive Director and Sean Foley, Artistic Director

The Production Assistant works within the Production Office and is responsible for supporting the work of the Technical Director, Production Managers and Production HoD's in delivering the overall aims and objectives of the company.

### **Main duties and responsibilities**

The role main duties and responsibilities of the role are:

- To provide excellent customer service to staff, customers and visitors to The REP
- To support the production management of all REP productions
- To deliver efficient and effective administration of the production department
- To coordinate the activities of the production teams
- Set up and administer systems to ensure clear communication between the theatre and creative teams and external contractors.
- Undertake administration support in connection with health and safety matters for the production departments.
- Produce and circulate accurate notes from design, production, departmental and progress meetings.
- Produce and circulate contact sheets for REP productions.
- Manage and coordinate the production department diary and bookable resources.
- Give secretarial and general administrative support to the Technical Director and Production Managers.
- Maintain the paper and IT filing systems within the production office.
- Ensure CDM, risk assessments and building inductions are generated, circulated and stored for all productions and events.
- Administer timesheets, annualised hours, Working Time Directive, Holiday and Absence recording for the production departments.
- Assist in the recording and reconciling of expenditure, stock, orders, petty cash, invoices working closely with the finance team to ensure accuracy, compliance and cost- effectiveness
- Actively participate in the Health and Safety Committee and attend all meetings.
- Ensure all aspects of the production management process are carried out competently and within the requirements of the Theatre's Health and Safety policy.
- Purchase or hire materials, equipment and vehicles as required.

- Ensure effective communication between the production departments, Arts Team, UVB and freelance creative teams.
  - In liaison with the Technical Director Produce provisional design briefs and production schedules as and when required.
  - Arrange travel, accommodation and hospitality for production staff.
  - Support and promote all company policy, with specific attention to Equality & Diversity, Customer Care, Health & Safety and Data Protection.
  - All other duties as reasonably requested to ensure the smooth management of the Production & Technical Teams.
- **General Responsibilities**
    - Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff intranet).
    - Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture
    - Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.
    - Be aware of, and comply with, rules and legislation pertaining to data security, and GDPR, at work and abide by the procedures set out in the Data Protection Policy.
    - All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern.

### **Any other duties**

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

## **Key relationships**

This role reports to the Technical Director and forms part of/leads the Production team

This structure may change from time to time based on business need, but reflects the broad areas of responsibility

## **Internal**

- Members of the Senior Management team
- Heads of Department across the organisation
- Members of the Board, and committees with oversight of departmental activities
- Staff groups, forums and trade unions as required

## **External**

- Providers, suppliers
- Users of the theatre and the public

## Person specification

### **You must have**

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

- Experience in a customer focused environment
- An interest and knowledge of the theatre
- Strong organisational and administrative skills
- Planning and scheduling skills
- Negotiation and problem solving skills
- High standard of literacy and numeracy.
- Positive and helpful attitude
- Flexibility, initiative, dedication and commitment
- Willingness to learn new skills and activities
- Self-motivated, resilient and able to work un-supervised
- Ability to work effectively at all levels and contribute as a member of a team
- Excellent communication and interpersonal skills
- Works well under pressure and to deadlines
- Understands the importance of good internal and external customer relations
- An excellent eye for detail and a commitment to excellence
- Excellent time keeping
- Computer Literate on MS Office

### **It'd be great if you had**

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

- Experience of working in a production office or with a producing company
- Driving (3.5 tonnes +)
- Experience using AutoCad
- Experience using Artifax
- IOSH or NEBOSH

## Terms & Conditions

### Role name

### Period of work

This is a permanent contract, subject to successful completion of a probationary period of *three months*.

### Pay

£19,266 pro-rata.

### Hours

3 days per week

Some evening and weekend *work may/will* be required. You will not be paid for any overtime.

### Holidays

20 days per year plus public holidays/25 days, plus bank holidays

The holiday year runs from 1 September to 31 August each year.

### Notice period

The notice period will be 1 month.

### **Location of work**

Your main place of work will be The REP in Birmingham, but you may be required to work permanently or temporarily at other locations locally

You may be asked to work temporarily in other locations in the UK. Your role may involve some international travel.

### **Other benefits**

- Contributory staff pension, 5% employee and 3% employer

### **Non-contractual benefits**

- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in The REP food and drink outlets (when available)

## There's no such thing as perfection...

At the REP we don't expect or look for the 'perfect candidate', instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it's about feeling excited to come to work every day and being proud of who you work with and for. We believe The REP is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It's important to us that The REP reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We want our REP to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

## Diversity monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our success we kindly ask you to complete an Equality and Diversity form alongside your application. Participation is voluntary but appreciated and your responses will be anonymous and not shared with the recruiting managers.

## Flexible working

We know flexibility is everything and we foster a working environment which is focussed on outcomes, not hours or being present. We actively encourage applications for job shares and flexible working and will make every effort to accommodate these requests

## Safeguarding

The REP is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

## Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK
- Role appropriate background checks